

1. 8/12/2021 Agenda (PDF)

Documents:

[08-12-21 AGENDA.PDF](#)

2. 8/12/2021 Agenda Packet (PDF)

Documents:

[1 1 8-12-21 PACKET.PDF](#)



**CITY OF MARSHALL, TEXAS
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL, 401 SOUTH ALAMO
THURSDAY, AUGUST 12, 2021, 6:00 P.M.**

This meeting will be conducted utilizing a video and audio conferencing tool, as well as, a standard conference call. Instructions and direct links to view the meeting or speak during Citizen Comment can be found at www.marshalltexas.net.

**AGENDA INFORMATION PACKET IS AVAILABLE FOR THE
PUBLIC TO REVIEW ON THE CITY'S WEB SITE AFTER 8:00 A.M.
ON WEDNESDAY BEFORE THE MEETING AT**

www.marshalltexas.net

1. **CALL TO ORDER AND ROLL CALL**
2. **INVOCATION AND PLEDGES**
3. **CITIZEN COMMENTS**

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on an agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on, or not on, the agenda. Those who wish to speak will have three minutes to do so unless additional time has been requested.

4. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**
5. **CONSENT AGENDA**

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

- A. Consider approval of the minutes from the July 22, 2021 Regular meeting.
- B. Street Sweeping Activity Report (Public Works Director)

C. Monthly Financial Report. (Finance Director)

D. Consider approval of appointment of ex-officio member to the Visit Marshall Advisory Board. (Tourism & Cultural Arts Director)

E. Municipal Court Activity Report. (Finance Director)

6. **PRESENTATION**

A. Presentation of the Keep Marshall Beautiful Beautification Award winners for the month of August 2021. (Tourism & Cultural Arts Director)

7. **PUBLIC HEARING AND ORDINANCE**

A. Conduct a public hearing and consider an ordinance amending the official zoning map from A&E (Agriculture and Estate) to PD (Planned Development) located in the 5100 block of Victory Drive. (Community & Economic Development Director)

8. **RESOLUTION**

A. Consider approval of a Resolution setting a date and time for a public hearing on the fiscal year 2022 budget. (Finance Director)

B. Consider approval of a resolution authorizing the City of Marshall to request approval to participate in the Texas Comptroller of Public Accounts Cooperative Purchasing Program. (Finance Director)

9. **CITY MANAGER REPORTS AND REQUESTS FOR CITY COUNCIL CONSIDERATION**

A. Consider approval of the 2021-2025 Strategic Plan for the Marshall Public Library. (Library Director)

B. Consider authorization to purchase new cardiac monitor/defibrillators to replace the old equipment in the city's ambulances. (Fire Chief)

C. Consider approval of Change Order #3 to the 200 block N. Washington Redevelopment Project. (Public Works Director)

D. Consider approval for formal acceptance of the completed 200 block N. Washington Redevelopment Project, including release of final payment and retainage to the Contractor. (Public Works Director)

E. Discussion of a Registration and Regulation Ordinance to address Vacant Properties, Overgrown lots and Building Regulations. (Councilmember Calhoun)

F. Discussion of and consideration of a proposal for a Veteran's Day Parade. (Mayor Ware)

Marshall City Commission Meeting

August 12, 2021

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G. Consider approval of Small Business Grant Fund Applications. (Community & Economic Development Director)

H. Discussion of Wonderland of Lights Festival. (Councilmember Truelove)

10. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA**

11. **ADJOURNMENT**

Posted: August 9, 2021
5:00 p.m.
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.



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Page 14

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Page 22

E. Municipal Court Activity Report. (Finance Director)

Page 24

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ITEM 1

CALL TO ORDER AND ROLL CALL

ITEM 2

INVOCATION AND PLEDGES

ITEM 3

CITIZEN COMMENTS

ITEM 4

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

ITEM 5A

CONSENT AGENDA

**CONSIDER APPROVAL OF THE
MINUTES FROM THE JULY 22, 2021
REGULAR MEETING**

MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF MARSHALL
THURSDAY, JULY 22, 2021
6:00 PM

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 6:00 p.m.

PRESENT:

MAYOR: Amy Ware, District 4

COUNCIL MEMBERS:

Marvin Bonner, District 1
Amanda Abraham, District 6

Vernia Calhoun, District 5
Micah Fenton, District 7

ABSENT: Leo Morris, District 2
Jennifer Truelove, District 3 (excused Motion: Abraham Second: Fenton
Vote: 4:0)

ADMINISTRATIVE STAFF PRESENT:

Mark Rohr, City Manager	Cliff Carruth, Police Chief
Scott Rectenwald, Acting City Attorney	Christol Hall, HR Manager
Dawn Jones, Finance Director	
Eric Powell, Public Works Director	
Veronique Ramirez, Main Street Manager	
Jasmine Rios, Communications Coordinator	
Nikki Smith, City Secretary/Payroll Accountant	
Mallori James, Tourism & Cultural Arts Director	
Randy Pritchard, Support Services Superintendent	
Fabio Angell, Community & Economic Development Director	
Stormy Nickerson, Community & Economic Development Assistant Director	

INVOCATION & PLEDGE: Mayor Ware

176. **CITIZEN COMMENTS**

There were no Citizen Comments.

177. **ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

Item B was withdrawn from the Consent Agenda.

178. **CONSENT AGENDA**

Councilmember Fenton made a motion to approve the Consent Agenda. Councilmember Abraham seconded the motion, which passed with a vote of 4:0.

A. Consider approval of the minutes from the July 8, 2021 Regular meeting.

C. Fire Department Activity Report.

D. Police Department Activity Report.

E. Community & Economic Development Report.

- F. Consider approval of a resolution authorizing the Marshall Police Department to apply for the 2021 Edward Byrne Justice Assistance Grant.

PRESENTATION

179. PRESENTATION OF THE KEEP MARSHALL BEAUTIFUL BEAUTIFICATION AWARD WINNERS FOR THE MONTH OF JULY 2021.

Mallori James, Tourism & Cultural Arts Director, stated the City of Marshall has partnered with Keep Marshall Beautiful and the Greater Marshall Chamber of Commerce for the “Beautification Awards”, to recognize residential and commercial properties in the city limits of Marshall.

Mallori James presented a certificate to the winners for the month of July; residential property at 3005 Victory Drive owned by Bobby & Tessa Mace & the commercial property 314 S. Lafayette Street owned by Julie J. Simmons, who was unable to attend.

Councilmember Calhoun arrived at this point in the meeting.

180. PRESENTATION TO OUTGOING BOARD, COMMITTEE AND COMMISSION VOLUNTEERS.

Mayor Ware presented a certificate and gift of appreciation to Mr. Ken Poindexter, Mr. Charlie Oliver and Ms. Ruby Pye for their volunteer service to the City of Marshall. Mr. Oliver and Ms. Pye were unable to attend.

PUBLIC HEARING AND ORDINANCE

181. CONDUCT A PUBLIC HEARING AND CONSIDER AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP FROM A&E (AGRICULTURE AND ESTATE) TO C-3 (GENERAL BUSINESS) LOCATED IN THE 600 BLOCK OF MARTIN LAKE ROAD.

Fabio Angell, Community & Economic Development Director, asked for the approval of an ordinance amending the official zoning map from A&E (Agriculture and Estate) to C-3 (General Business). He stated the Planning and Zoning Commission approved the change by a vote of 5:0.

Mayor Ware opened the public hearing.

No one came forward to speak.

Mayor Ware closed the public hearing.

Councilmember Abraham made a motion to approve an ordinance amending the official zoning map from A&E (Agriculture and Estate) to C-3 (General Business). Councilmember Bonner seconded the motion, which passed with a vote of 5:0.

RESOLUTION

182. CONSIDER APPROVAL OF A RESOLUTION AUTHORIZING THE CITY TO PARTICIPATE AS PART OF A COALITION OF CITIES IN PROCEEDINGS TO BE HELD BY THE RAILROAD COMMISSION OF TEXAS RELATED TO IMPLEMENTATION OF HOUSE BILL 1520; AUTHORIZING THE HIRING OF ATTORNEYS AND CONSULTANTS; DIRECTING THE ACTIVITIES OF LAWYERS AND CONSULTANTS REGARDING THE RAILROAD COMMISSION'S HB 1520 PROCEEDINGS; REQUIRING REIMBURSEMENT OF REASONABLE LEGAL AND CONSULTANT EXPENSES TO THE EXTENT ALLOWED BY LAW.

Eric Powell, Public Works Director, asked for approval of a resolution authorizing the City to participate as part of a Coalition of Cities in proceedings to be held by the Railroad Commission of Texas related to implementation of House Bill 1520. He stated this resolution allows the attorneys to speak on behalf of the City, giving us a voice at the Railroad Commission's HB 1520 proceedings. The estimated cost of legal expenses is \$3,054.

Council members asked questions and discussed.

Councilmember Abraham made a motion to approve a resolution authorizing the City to participate as part of a Coalition of Cities in proceedings to be held by the Railroad Commission of Texas related to implementation of House Bill 1520; authorizing the hiring of attorneys and consultants; directing the activities of lawyers and consultants regarding the Railroad Commission's HB 1520 proceedings; requiring reimbursement of reasonable legal and consultant expenses to the extent allowed by law. Councilmember Fenton seconded the motion, which passed with a vote of 5:0.

CITY MANAGER REPORTS AND REQUESTS FOR CITY COUNCIL CONSIDERATION

183. CONSIDER APPROVAL OF THE PURCHASE OF TWO (2) TRUCKS FOR THE DISTRIBUTION & COLLECTION DIVISION OF THE PUBLIC WORKS DEPARTMENT.

Eric Powell asked for approval of the purchase of two (2) 2021 Ford F-350 4x4 Crew Cab trucks from Marshall Ford at a cost of \$101,250 for the Distribution & Collection Division of the Public Works Department. He stated the new trucks will replace aged units that are beyond repair and will have additional equipment added on at a later date, which will cost under \$50,000.

Council members asked questions and discussed.

Councilmember Calhoun made a motion to approve the purchase of two (2) 2021 Ford F-350 4x4 Crew Cab trucks from Marshall Ford at a cost of \$101,250. Councilmember Abraham seconded the motion, which passed with a vote of 5:0.

184. CONSIDER APPROVAL OF A PROPERTY DEVELOPMENT EXPENDITURE IN EXCESS OF \$50,000 AT THE MARSHALL BUSINESS PARK.

Rush Harris, Executive Director MEDCO, asked for approval of a property development expenditure in excess of \$50,000 at the Marshall Business Park.

Council members asked questions and discussed.

Councilmember Abraham made a motion to approve a property development expenditure of \$2,830,000 at the Marshall Business Park. Councilmember Calhoun seconded the motion, which passed with a vote of 5:0.

185. **CONSIDERATION OF ITEMS WITHDRAWN FROM THE
CONSENT AGENDA**

B. Public Works Activity Report.

Councilmember Bonner stated his reasons for pulling this item.

Council members asked questions and discussed.

Councilmember Bonner made a motion to approve Item B of the Consent Agenda. Councilmember Abraham seconded the motion, which passed with a vote of 5:0.

EXECUTIVE SESSION

186. **AN EXECUTIVE SESSION PURSUANT TO THE OPEN MEETINGS
ACT, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE UNDER
SECTION 551.072 DELIBERATION REGARDING REAL PROPERTY:
CONSIDER, DISCUSS, AND DELIBERATE SALE OF PROPERTY.**

Councilmember Abraham made a motion to convene into Executive Session. Councilmember Fenton seconded the motion, which passed with a vote of 5:0. The time was 6:40 p.m.

The Council reconvened from Executive Session, the time was 6:54 p.m.

**ACTION ITEMS FOLLOWING EXECUTIVE SESSION, IF
NECESSARY**

187. **CONSIDER DIRECTION TO CITY STAFF REGARDING PROPERTY
DISCUSSED IN EXECUTIVE SESSION.**

Councilmember Abraham made a motion to approve the bid for 307 N. Alamo and put the other two (2) properties back out for bid as discussed in Executive Session. Councilmember Calhoun seconded the motion, which passed with a vote of 5:0.

188. **ADJOURNMENT**

Councilmember Calhoun made a motion for adjournment. Councilmember Abraham seconded the motion, which passed with a vote of 5:0.

APPROVED:

**Mayor of the City Council
of the City of Marshall, Texas**

ATTEST:

City Secretary

Ordinance: O-21-15
Resolutions: R-21-14
R-21-15

ITEM 5B

CONSENT AGENDA

STREET SWEEPING ACTIVITY REPORT



TO: Members of the City Council

FROM: Eric Powell, PE 
Director of Public Works/City Engineer

DATE: August 2, 2021

SUBJECT: Street Sweeping Activity Report for July 2021

The Street Sweeping Activity Report for the month of July 2021 is attached for your review.

STREET SWEEPING ACTIVITY REPORT

JULY 2021

STREET NAME	NUMBER OF TIMES SWEPT
Austin St. (Downtown)	4
Bolivar St. (Downtown)	4
Burleson St. (Downtown)	4
Carters Ferry Rd.	1
Courthouse Square	4
Emory St.	1
W. Houston St.	1
Norwood St.	1
Rosborough Springs Rd.	1
Rusk St. (Downtown)	4
Sanford St.	2
University Ave.	1
Van Zandt Ave.	1
N. Washington Ave. (Downtown)	4
Wellington St. (Downtown)	4

TOTAL NUMBER OF STREETS/AREAS SWEPT IN JULY: 15

August 2, 2021

ITEM 5C

CONSENT AGENDA

MONTHLY FINANCIAL REPORT



DEPARTMENT OF THE FINANCE

MEMORANDUM

To: Mark Rohr, City Manager
From: Dawn I. Jones, Finance Director
cc: Nikki Smith, City Secretary
Date: 8/4/2021
Re: June Revenue and Expense Report Summaries – General Fund and Water and Sewer Enterprise Fund

Attached you should find the Revenue and Expense Report Summaries for June. This report provides current month, year-to-date, and budgeted amounts for major revenue categories and expenditures by department. The report also provides a percent of current budget.



FINANCIAL REPORT - GENERAL FUND

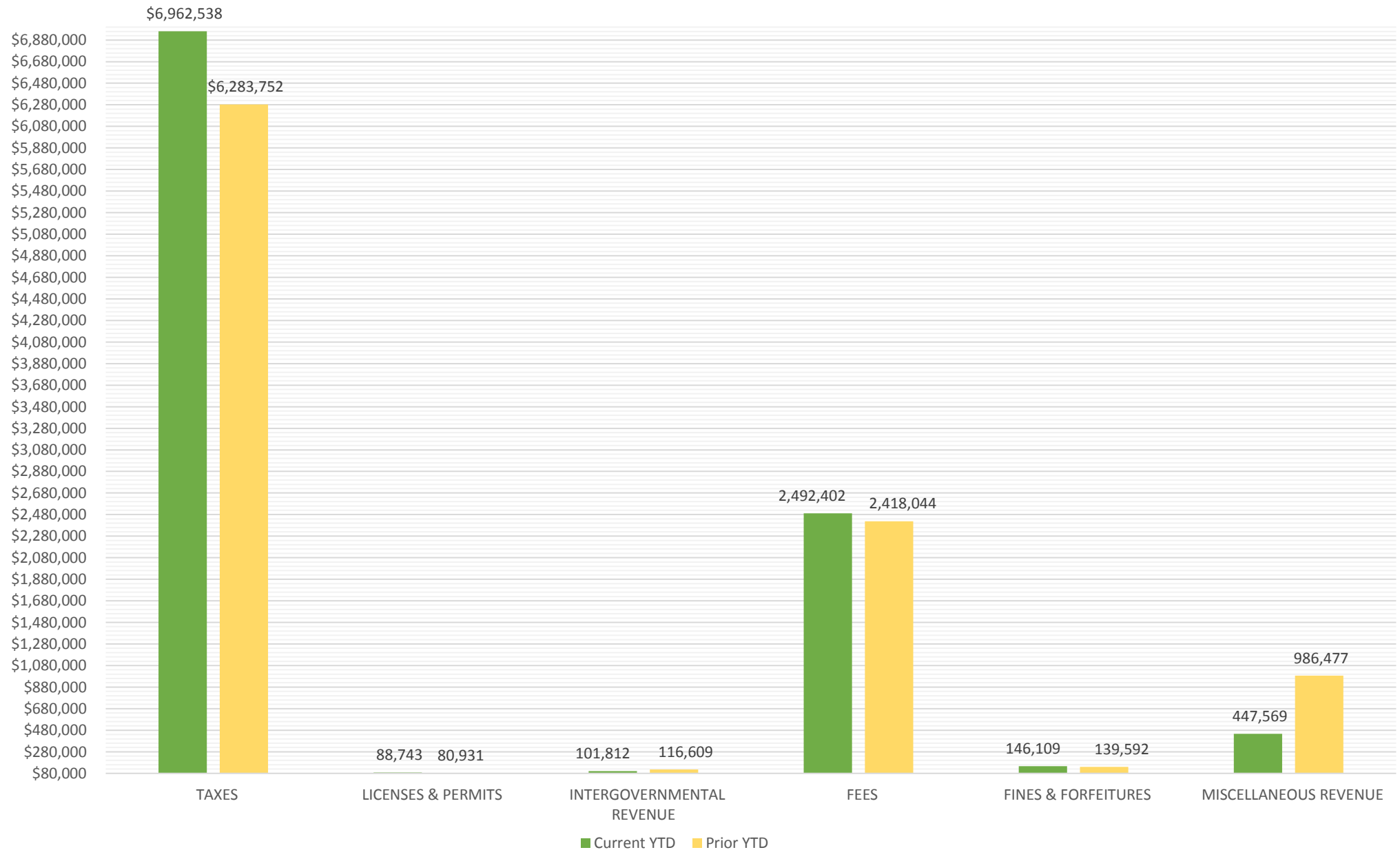
Revenues and Expenditures - Unaudited
Period Ending: June 2021

	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	6/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED BUDGET	REMAINING BUDGET
GENERAL FUND								
REVENUES:								
TAXES	\$ 715,915	\$ 6,962,538	\$ 6,283,752	\$ 12,701,087	\$ 12,701,087	\$ 6,350,544	54.82%	\$ 5,738,549
LICENSES & PERMITS	17,391	88,743	80,931	195,000	195,000	97,500	45.51%	106,257
INTERGOVERNMENTAL REVENUE	12,632	101,812	116,609	166,235	166,235	83,118	61.25%	64,423
FEES	424,487	2,492,402	2,418,044	5,393,687	5,393,687	2,696,844	46.21%	2,901,285
FINES & FORFEITURES	37,260	146,109	139,592	500,000	500,000	250,000	29.22%	353,891
MISCELLANEOUS REVENUE	669	447,569	986,477	2,318,163	2,318,163	1,159,082	19.31%	1,870,594
TOTAL GENERAL FUND REVENUE	\$ 1,208,353	\$ 10,239,173	\$ 10,025,405	\$ 21,274,172	\$ 21,274,172	\$ 10,637,086	48.13%	\$ 11,034,999
EXPENSES:								
GENERAL GOVERNMENT	\$ 33,845.71	\$ 223,795	\$ 265,852	\$ 536,321.00	\$ 549,766.00	\$ 274,883.00	40.71%	\$ 325,971
FINANCE	37,373	228,113	247,822	533,677	531,062	265,531	42.95%	302,949
POLICE	333,454	2,193,691	2,261,745	5,118,373	5,160,503	2,580,252	42.51%	2,966,812
FIRE	293,591	2,041,553	2,167,650	4,268,060	4,251,100	2,125,550	48.02%	2,209,547
PUBLIC WORKS	318,249	2,287,038	1,893,738	5,342,200	5,080,400	2,540,200	45.02%	2,793,362
COMMUNITY & ECO DEV	19,728	231,446	313,277	742,049	667,049	333,525	0.00%	435,603
SUPPORT SERVICES	50,484	410,413	421,557	858,934	858,934	429,467	0.00%	448,521
TOURISM & CULTURAL ARTS	86,348	529,889	507,032	1,223,593	1,211,093	605,547	0.00%	681,204
PARKS & RECREATION	24,032	160,551	185,844	442,032	425,832	212,916	0.00%	265,281
NON DEPARTMENTAL	124,619	1,149,471	1,096,413	2,287,121	2,282,121	1,141,061	50.37%	1,132,650
APPRAISAL DISTRICT	-	76,135	69,981	101,513	101,513	50,757	75.00%	25,378
INTERFUND TRANSFERS	-	228,994	-	448,793	154,799	77,400	147.93%	(74,195)
CAPITAL OUTLAY	-	-	-	-	-	-	-	-
TOTAL GENERAL FUND EXPENSES	\$ 1,321,724	\$ 9,761,089	\$ 9,430,912	\$ 21,902,666	\$ 21,274,172	\$ 10,637,086	45.88%	\$ 11,513,083
TOTAL GENERAL FUND	\$ (113,371)	\$ 478,084	\$ 594,493					\$ (478,084)



FINANCIAL REPORT - GENERAL FUND ACTUAL REVENUES

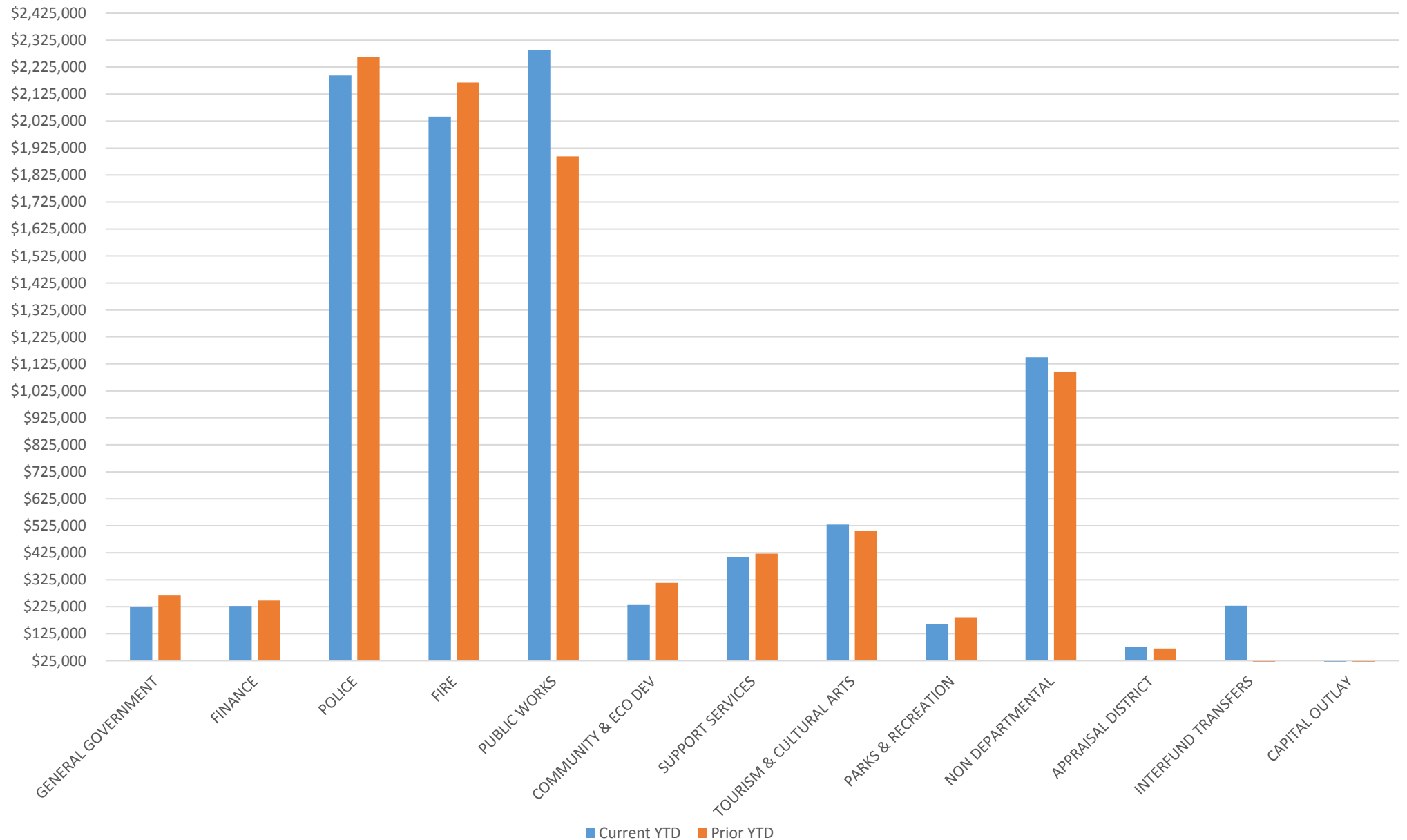
FY 21 vs FY 20 YTD
Period Ending: June 2021





FINANCIAL REPORT - GENERAL FUND ACTUAL EXPENDITURES

FY 21 vs FY 20 YTD
Period Ending: June 2021





FINANCIAL REPORT - WATER & SEWER ENTERPRISE FUND

Revenues and Expenditures - Unaudited
Period Ending: June 2021

	CURRENT MONTH	CURRENT YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	6/12 OF ADOPTED BUDGET	PERCENT OF ADOPTED BUDGET	REMAINING BUDGET
WATER & SEWER ENTERPRISE FUND								
REVENUES:								
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
PERMITS & FEES	2,967	12,279	4,329	11,400	11,400	5,700	107.71%	(879)
WATER & SEWER CHARGES	733,767	4,188,744	4,281,822	9,487,993	9,487,993	4,743,997	44.15%	5,299,249
MISCELLANEOUS REVENUES	15	5,018	9,152	42,000	42,000	21,000	11.95%	36,982
TOTAL WATER & SEWER REVENUE	\$ 736,749	\$ 4,206,040	\$ 4,295,302	\$ 9,541,393	\$ 9,541,393	\$ 4,770,697	44.08%	\$ 5,335,353
EXPENSES:								
ADMINISTRATION	\$ 24,434	\$ 156,345	\$ 176,823	\$ 322,998	\$ 322,998	\$ 161,499	48.40%	\$ 166,654
WATER PRODUCTION	77,945	605,049	596,810	1,242,498	1,242,498	621,249	48.70%	637,449
DISTRIBUTION/COLLECTION	181,721	1,107,679	691,831	2,723,210	2,723,210	1,361,605	40.68%	1,615,531
WASTEWATER TREATMENT	102,932	687,824	609,184	1,350,104	1,350,104	675,052	50.95%	662,280
WATER BILLING	29,902	231,967	229,860	521,343	521,343	260,672	44.49%	289,376
ENGINEERING	2,197	15,779	16,625	32,093	32,093	16,047	49.17%	16,314
NON DEPARTMENTAL	68,010	654,933	612,852	1,110,336	1,110,336	555,168	58.99%	455,403
INTERFUND TRANSFERS	627,021	1,030,404	1,610,225	2,238,811	2,238,811	1,119,406	46.02%	1,208,408
TOTAL WATER & SEWER EXPENSES	\$ 1,114,162	\$ 4,489,979	\$ 4,544,211	\$ 9,541,393	\$ 9,541,393	\$ 4,770,697	47.06%	\$ 5,051,414
TOTAL WATER & SEWER FUND	\$ (377,413)	\$ (283,939)	\$ (248,909)					\$ 283,939

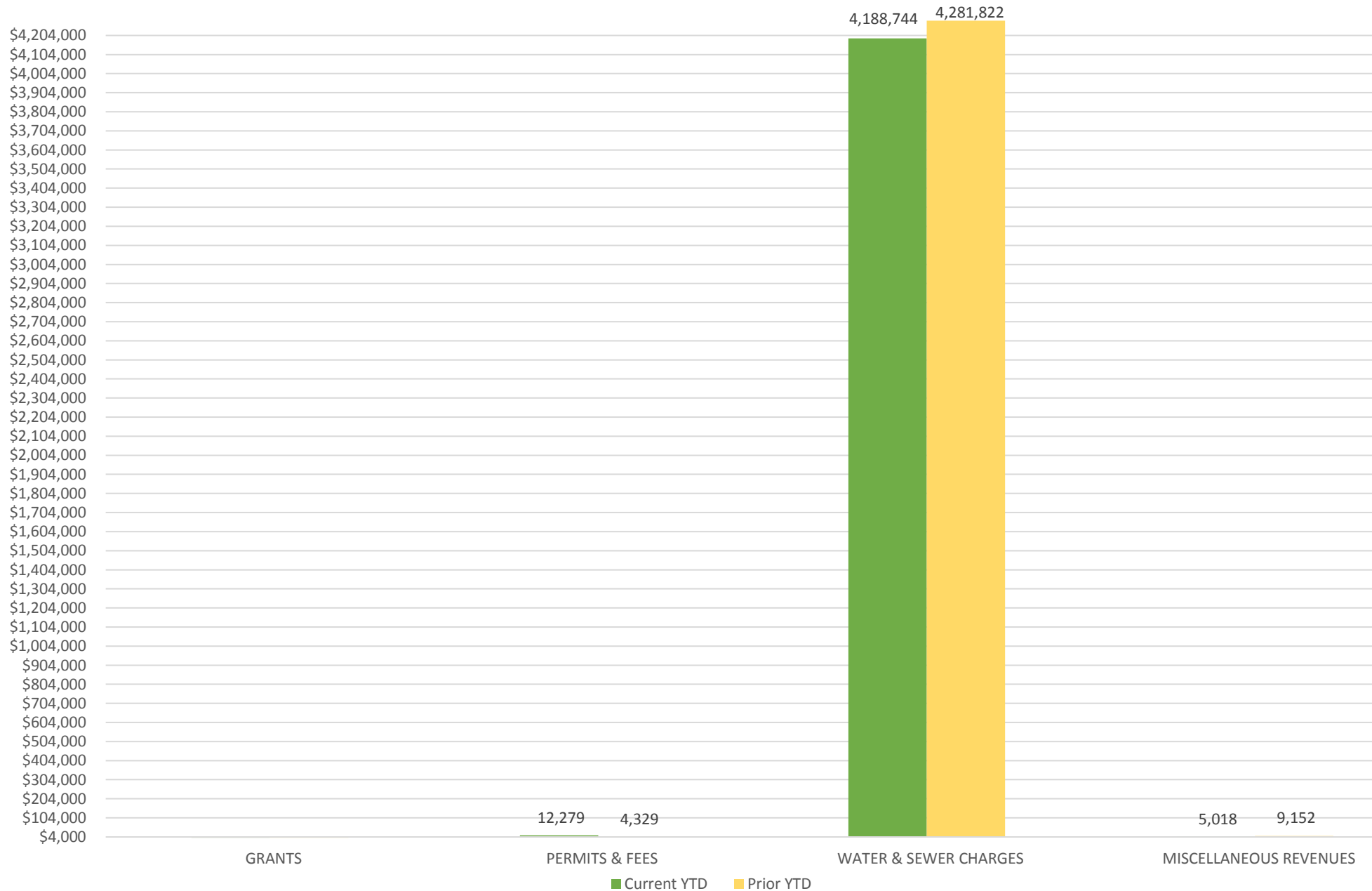


FINANCIAL REPORT - WATER & SEWER ENTERPRISE FUND

ACTUAL REVENUES

FY 21 vs FY 20 YTD

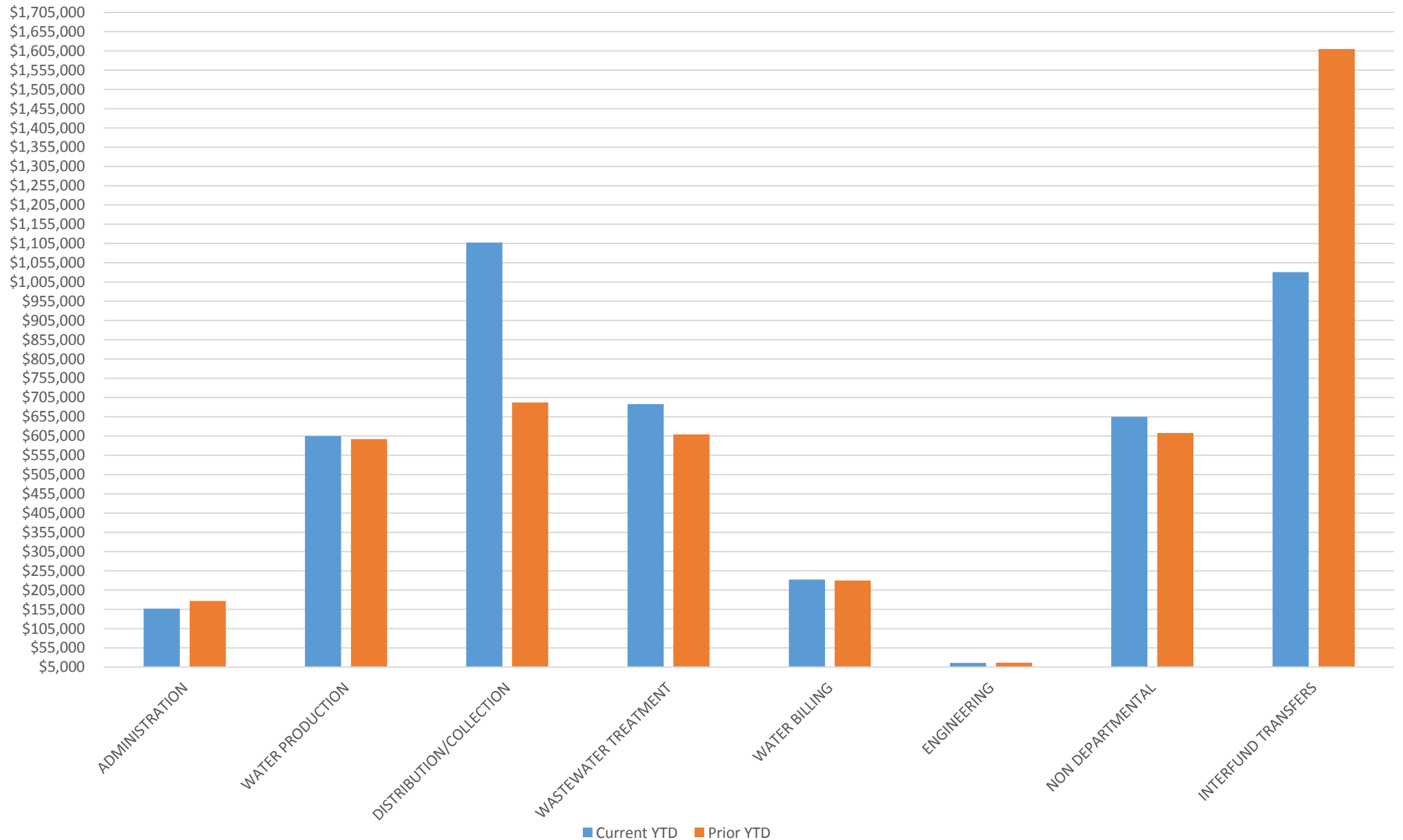
Period Ending: June 2021





FINANCIAL REPORT - WATER & SEWER ENTERPRISE FUND ACTUAL EXPENDITURES

FY 21 vs FY 20 YTD
Period Ending: June 2021



ITEM 5D

CONSENT AGENDA

**CONSIDER APPROVAL OF
APPOINTMENT OF EX-OFFICIO
MEMBER TO THE VISIT MARSHALL
ADVISORY BOARD**

Memorandum

Date: July 30, 2021

To: Mark Rohr, City Manager

From: Mallori James, Director of Tourism & Cultural Arts

Subject: Ex-Officio Member

With the vote to install Councilmember Amy Ware as Mayor she has recommended she step down as ex-officio member on the Visit Marshall Advisory Board. In her place it is recommended for Councilmember Micah Fenton to be appointed to this position. Visit Marshall Advisory Board members support this appointment.

Meetings are held on the 3rd Tuesday of each month at 1:30 pm at Memorial City Hall.

ITEM 5E

CONSENT AGENDA

MUNICIPAL COURT ACTIVITY REPORT

Monthly Report For Jun 2021

Cases Filed

STEP Site	Traffic	Penal	City Ordinance	Parking	Other	Total
0	105	23	2	0	2	132

Financial

State Costs	City Costs	Fines	Tech Fund	Bld Security	Total
\$10,436.25	\$8,048.85	\$7,640.38	\$4,312.80	\$8,374.21	\$38,812.49

Trials/Hearings

Jury	Bench	Appealed	Total
0	69	0	69

Warrants

Issued	Recalled	Served	Fees Collected	Amount Collected	Outstanding
59	42	75	\$2,210.98	\$15,870.15	\$2,596,324

Dispositions

Paid	Time Served	Dismissed	Appealed	Total
116	59	27	0	205

Office of Court Administration – Austin, TX –Report due 20th of each month

- OCA monthly report data compiled from the **October 2019** report (submitted **11/19/2019**) revealed the following data:

Active cases: 1,338

Inactive cases: 4,962

- OCA monthly report data compiled from the **November 2019** report (**12/19/2019**) revealed the following data:

Active cases: 1,187

Inactive cases: 5,147

- OCA monthly report data compiled from the **December 2019** report (submitted **01/21/2020**) revealed the following data:

Active cases: 1,071

Inactive cases: 5,193

- OCA monthly report data compiled from the **January 2020** report (submitted **02/20/2020**) revealed the following data:

Active cases: 947

Inactive cases: 5,259

- OCA monthly report data compiled from the **February 2020** report (submitted **03/17/2020**) revealed the following data:

Active cases: 847

Inactive cases: 5,292

- OCA monthly report data compiled from the **March 2020** report (submitted **04/21/2020**) revealed the following data:

Active cases: 812

Inactive cases: 5,254

- OCA monthly report data compiled from the **April 2020** report (submitted **05/20/2020**) revealed the following data:

Active cases: 619
Inactive cases: 5,291

- OCA monthly report data compiled from the **May 2020** report (submitted **06/17/2020**) revealed the following data:

Active cases: 628
Inactive cases: 5,347

- OCA monthly report data compiled from the **June 2020** report (submitted **07/15/2020**) revealed the following data:

Active cases: 740
Inactive cases: 5,297

- OCA monthly report data compiled from the **July 2020** report (submitted **08/20/2020**) revealed the following data:

Active cases: 794
Inactive cases: 5,248

- OCA monthly report data compiled from the **August 2020** report (submitted **09/16/2020**) revealed the following data:

Active cases: 1,001
Inactive cases: 5,221

- OCA monthly report data compiled from the **September 2020** report (submitted **10/19/2020**) revealed the following data:

Active cases: 1,014
Inactive cases: 5,272

- OCA monthly report data compiled from the **October 2020** report (submitted **11/12/2020**) revealed the following data:

Active cases: 1,004
Inactive cases: 5,230

- OCA monthly report data compiled from the **November 2020** report (submitted **12/15/2020**) revealed the following data:

Active cases: 883
Inactive cases: 5,346

- OCA monthly report data compiled from the **December 2020** report (submitted **01/20/2021**) revealed the following data:

Active cases: 891
Inactive cases: 5,310

- OCA monthly report data compiled from the **January 2021** report (submitted **02/23/2021**) revealed the following data:

Active cases: 769
Inactive cases: 5,386

- OCA monthly report data compiled from the **February 2021** report (submitted **03/15/2021**) revealed the following data:

Active cases: 746
Inactive cases: 5,414

- OCA monthly report data compiled from the **March 2021** report (submitted **04/13/2021**) revealed the following data:

Active cases: 717
Inactive cases: 5,380

- OCA monthly report data compiled from the **April 2021** report (submitted **05/13/2021**) revealed the following data:

Active cases: 705
Inactive cases: 5,319

- OCA monthly report data compiled from the **May 2021** report (submitted **06/09/2021**) revealed the following data:

Active cases: 578
Inactive cases: 5,239

- OCA monthly report data compiled from the **June 2021** report (submitted **07/30/2021**) revealed the following data:

Active cases: 575
Inactive cases: 5,208

- OCA monthly report data compiled from the **July 2021** report (submitted **07/30/2021**) revealed the following data:

Active cases: 595
Inactive cases: 5,156

Update on Municipal Court recent plan to reduce inactive cases June 2021 Report

Officer Jose Burciaga is continually calling defendants on a daily basis with outstanding warrants and has had several to come in to resolve outstanding Warrants. I am working on getting together an amnesty period to help to reduce and eliminate fees. This will allow defendant's that come in person to the Municipal court and pay warrants. They will have certain fees waived or reduced to make it easier to resolve cases. A warrant roundup will be followed as well. I am working on a Failure to Appear contract with Department of Public Safety to place driver license restrictions on defendants with outstanding warrants.

Officer Burciaga is starting to accept applications for the community service program and will be offering this program as an option. Court for adults and juveniles was held June 28th and we had 1 adult submit application for community service. Our next court hearing is scheduled for August 14.

We are setting bench trials for August 25th and will set about 5 or 6 for that docket.

Tara Archield

Municipal Court Administrator

ITEM 6A

PRESENTATION

PRESENTATION OF THE KEEP MARSHALL BEAUTIFUL BEAUTIFICATION AWARD WINNERS FOR THE MONTH OF AUGUST 2021

Memorandum

To: Mark Rohr, City Manager

From: Mallori James, Tourism & Cultural Arts Director

Date: August 1, 2021

Subject: Keep Marshall Beautiful Beautification Awards Winner

Two winners have been chosen to be recognized for the month of August:

1. Residential property at 1205 University, Ronald Carl McMillan Sr. & Lajoyce Mcmillan
2. Commercial property 5204 E End Blvd S, Comfort Suites

Keep Marshall Beautiful would like the Council to present the property owners with a certificate during the first meeting of the month recognizing their achievement and commitment to keeping our city beautiful, clean and attractive.

Background on the selection of winners for the program:

Every month from April to December, KMB and their partners will award a residential and commercial property owner for the beautification efforts made to their home or business. Wining properties will be selected by a group of judges from the organizations based on nominations by the community. Monthly award winning properties will be provided with a framed certificate on a monthly basis at a City Council meeting, a sign will be placed in the yard of the winner for the duration of the month and a picture with caption will be published in the local newspaper and social media. At the conclusion of the season, the committee will select one residential and one commercial property to award the Residential and Commercial Beautification of the Year Award to be recognized at the first City Council meeting of the New Year, followed by an announcement published in the local newspaper and social media.

NOMINATIONS:

New! Submit nominations easily through the city's website. Visit www.marshalltexas.net and visit the Keep Marshall Beautiful page (found under Government>Citizen Boards & Committees) to fill out a nomination form!

<https://www.marshalltexas.net/FormCenter/Tourism-Cultural-Arts-5/Beautification-Award-Nomination-Form-52>



BEAUTIFICATION
AWARD

1 MARSHALL
COUNTY
COMMUNITY

MARSHALL

KEEP MARSHALL
Beautiful



5204

BEAUTIFICATION
AWARD



KEEP MARSHALL
Beautiful

ITEM 7A

PUBLIC HEARING & ORDINANCE

**CONDUCT A PUBLIC HEARING AND
CONSIDER AN ORDINANCE AMENDING
THE OFFICIAL ZONING MAP FROM
A&E (AGRICULTURE AND ESTATE) TO
PD (PLANNED DEVELOPMENT)
LOCATED IN THE 5100 BLOCK OF
VICTORY DRIVE**



City Council Agenda Information Sheet

August 12, 2021

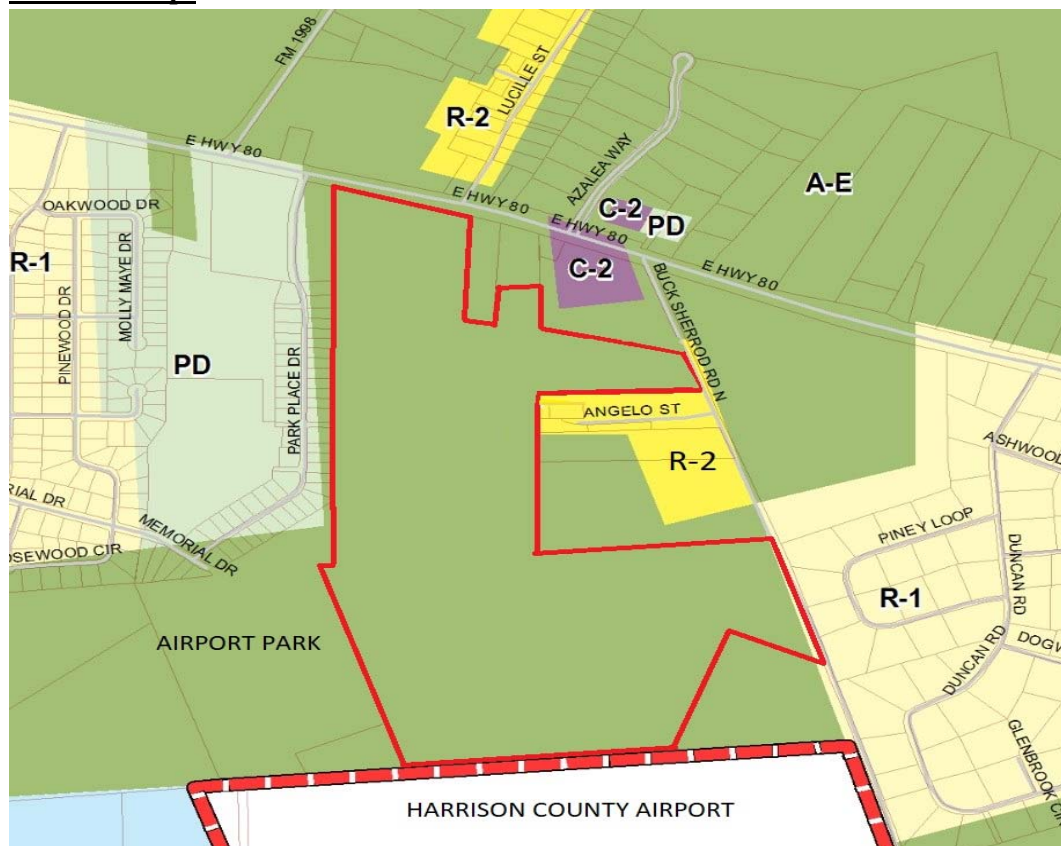
Agenda Item Z-21-05:

Conduct a public hearing and consider a rezoning request for a 118.13 acre tract of land in the in the James Harris Survey A-12 and the Bethany Rogers Survey A-20 from A&E (Agriculture and Estate) to PD (Planned Development) located in the 5100 block of Victory Drive (U.S. Highway 80).

Applicant	Thomas Holyfield P.O. Box 5733 Longview Texas 75608
Property Owner	Thomas Holyfield P.O. Box 5733 Longview Texas 75608
Surrounding Property Notices	55 Notices Sent within 200 ft of the Site 5 Responses back
Existing Zoning	A-E (Agriculture and Estate)
Proposed Zoning	PD (Planned Development)

The Planning and Zoning Commission recommended approval by a vote of 6-0-0.

Location Map:



Background & Summary of Request:

The Applicant is requesting a zoning change to construct single family residences. It is anticipated the site will be developed in phases. Phase I will consist of 98 lots. Phase II will consist of 96 lots. Phase III will consist of approximately 81 lots. For a total of approximately 275 lots.

According to the Zoning Ordinance, a Planned Development District is established to provide for a way of developing property which involves activities or a combination of activities —e.g. the proposed lot sizes. The Planned Development zoning change will allow the developer to have different multiple lot sizes all within the same residential development. **The Planning and Zoning Commission recommended approval by a vote of 6-0-0.**

Picture of the Site:**Existing Conditions:**

The subject property is primarily vacant with some open areas on the north side and wooded on the south side. The table below outlines the surrounding zoning and land uses:

	Zoning Classification	Land Use
North of the Property	A-E (Agricultural-Estate) R-2 (Single Family detached)	Single-family residences
East of the Property	R-2 (Single Family Residential) and vacant property.	Single-family residences and vacant
South of the Property	PS (Public Service)	City Park and Airport
West of the Property	PD (Planned Development)	Single Family Residences

Water service to the site is provided by an existing 16" water line along the south side of Victory Drive, an 8" water main along Buck Sherrod Road, and a 6" inch water main along Park Place Drive. Sewer service is provided by an existing 10" and 12" sewer outfall lines that cross the southern portion of the property. A 6" sewer main in Park Place Drive, and an 8" sewer main in

Comprehensive Plan and Future Land Use Analysis:

The 2018 Future Land Use Map identifies the property as Moderate Density Residential. The future land use designation is to allow for the types of neighborhood development found in Marshall's established single-family neighborhoods, compatibility areas, and adjacent to mixed-use.

The following questions should be answered when determining if a zoning change is appropriate:

1. Will the proposed change be in compliance with the goals of the Comprehensive Plan? *The proposed change would be in compliance with the Comprehensive Plan.*
2. Will there be an adverse impact on surrounding property if the request is approved? In evaluating this question, consideration should be given to all permitted uses in the proposed new zoning and the impact it could have on surrounding property. *The surrounding property is primarily developed with single-family homes and agricultural uses There will be more traffic in the area but that is expected with a new residential development.*
3. Is the property suitable for use as it is currently zoned or does the zoning need to be changed to allow the property to be put to use in a way that is in keeping with the surrounding activities. *The property is currently surrounded by single-family and agricultural uses which is consistent with the zoning and future land use map*
4. What is the relationship of the proposed change to the health, safety and welfare of the general community? In other words, will the change make the community better or is it merely for the convenience of the owner? Will surrounding property owners suffer or lose any enjoyment in the area of their property as a result of this change? Does the proposed change seem to be a logical extension of similar types of development? *Through the development standards proposed, the applicant is attempting to protect the surrounding property owners from any possible nuisances the development could propose.*

Suggested Motions:

It should be noted that while most zoning changes cannot be approved with conditions, when reviewing planned development districts, conditions may be placed on the approval, so not only do you have the options of the motion before, the Planning & Zoning Commission may also place conditions if concerns arise during the public hearing.

1. Motion to recommend approval of case number Z-21-05 as requested.
2. Motion to recommend approval of case number Z-21-05 with conditions.
3. Motion to recommend denial of case number Z-21-05.

Attachments:

1. Original P&Z packet 5-10-2021
2. Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 0-87-13 TO REZONE A 118.13 ACRE TRACT OF LAND IN THE JAMES HARRIS SURVEY A-12 AND THE BETHANY ROGERS SURVEY, A-20. FROM A&E (AGRICULTURE AND ESTATE) TO PD (PLANNED DEVELOPMENT) LOCATED IN THE 5100 BLOCK OF VICTORY DRIVE (U.S. HIGHWAY 80) MARSHALL TEXAS.

WHEREAS, the City of Marshall enacted zoning on December 13, 1951 and amended said ordinance on July 7, 1963 and on March 26, 1987 repealed and replaced all ordinance with Ordinance No. 0-87-13 amending the Code of Ordinances of the City of Marshall to add Chapter 32 regarding Zoning; and

WHEREAS, a Zoning District Map was adopted as a part of Ordinance No. 0-87-13; and

WHEREAS, Chapter 32, Section 14 of the Code of Ordinances established a procedure for a property owner, his agent, or the City to request zoning district map amendments; and

WHEREAS, the Planning & Zoning Commission, after due and proper notice in the manner and for the length of time required by law, held a public hearing for the purpose of considering proposed changes to the Zoning District Map; and

WHEREAS, after the close of said public hearing and pursuant thereto, the Planning & Zoning Commission filed a written report with the City Council, recommending changes in the Zoning District Map; and

WHEREAS, pursuant to said report and after notice in the manner and for the length of time required by law, the City Council held a public hearing in Marshall, Texas at City Hall on the 12th day of August, 2021, at 6:00pm for the purpose of considering the requested Zoning Map change, and at which hearing all property owners, interested parties, and interested citizens had an opportunity to be heard; and

WHEREAS, the City Council, after considering the proposed changes and after hearing all parties and citizens desiring to be heard, deems that the following changes are necessary and for the best interest of the general welfare of the citizens of the City of Marshall, Texas.

NOW, THEREFORE, BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS THAT:

Section 1. The facts and opinions in the preamble of this ordinance are true and correct.

Section 2. REZONE A 118.13 ACRE TRACT OF LAND IN THE JAMES HARRIS SURVEY A-12 AND THE BETHANY ROGERS SURVEY, A-20. FROM A&E (AGRICULTURE AND ESTATE) TO PD (PLANNED DEVELOPMENT) LOCATED IN THE 5100 BLOCK OF VICTORY DRIVE (U.S. HIGHWAY 80) MARSHALL TEXAS.

Section 3. All ordinances and agreements and parts of ordinances and agreements in conflict herewith are hereby repealed to the extent of the conflict only.

PASSED on the 12th day of August, 2021.

AYES: __

NOES: __

ABSTAINED: __

MAYOR OF THE CITY COUNCIL
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

CITY SECRETARY



**Regular Meeting Agenda
May 10, 2021 6:00 PM
401 S. Alamo Blvd**

This meeting will be conducted utilizing a video and audio conferencing tool, as well as a standard conference call. Instructions and direct links to view the meeting or speak can be found at www.marshalltexas.net.

I. Call to Order and Roll Call of Members

II. Approval of Minutes

A. April 12, 2021

III. Public Hearing

A. **Z-21-05**-Conduct a public hearing to consider and make a recommendation to the City Council regarding a rezoning request of a 118.13 acre tract of land in the James Harris Survey a-12 and the Bethany Rogers Survey A-20 from A&E (Agriculture and Estate) to PD (Planned Development) located in the 5100 block of Victory Drive (U.S. Highway 80).

IV. New Business

A. **FP-21-06**-Consider approval of a final plat, being 0.310 acres of land. Lot 5A Block 1 of the Meadow Lane Addition. Being a re-plat of Lot 5 and 14 Block 1 Meadow Lane Addition located at 2100 Van Zandt Street.

V. Staff Reports

VI Adjournment

THIS IS TO CERTIFY THAT THE ABOVE NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARD AT CITY HALL OF THE CITY OF MARSHALL, TEXAS ON/OR BEFORE THE 7TH DAY OF MAY 2021, BY 5:30 PM AND WAS POSTED IN ACCORDANCE WITH CHAPTER 551, LOCAL GOVERNMENT CODE (THE TEXAS OPEN MEETINGS ACT). ITEMS POSTED IN THE OPEN SESSION PORTIONS OF THE OPEN SESSION PORTIONS OF THIS AGENDA MY ALSO BE DISCUSSED IN CLOSED OR EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE TEXAS OPEN MEETINGS ACT.

THIS MEETING WILL BE CONDUCTED IN ACCORDANCE WITH THE AMERICANS WITH DISABILTIES ACT. THE FACILITY IS WHEELCHAIR ACCESSIBLE AND HANDICAP PARKING IS AVAILABLE. REQUEST FOR SIGN INTERPRETIVE SERVICES WILL BE AVAILABLE WITH AT LEAST 48 HOURS NOTICE PRIOR TO THE MEETING. TO MAKE ARRANGEMENTS FOR THOSE SERVICES PLEASE CALL GLENNA WILLIAMS AT (903)935-4519.

John W. Clark, City Planner/GIS Technician

Minutes
City of Marshall
Planning & Zoning Commission
Monday, April 12, 2021
Video Conference
401 S. Alamo Street

I. Call to order and roll call.

Chairperson Brady called the meeting to order at 6:01 p.m.

Commissioners Present:

Colin Brady
Melisa Lewis
Jacob Fulbright
Gayle Keys
Ken Moon
Kyle Dansby

Commissioners Absent:

Matthew Kuhn

Staff Present:

Fabio Angell, Director of Community & Economic Development
John Clark, City Planner/GIS Technician

II. Approval of Minutes

A. March 08, 2021

Commissioner Dansby motioned to approve, seconded by Commissioner Moon, motion passed, 6-0-0.

III. Public Hearing

- A. FP-21-04-**Conduct a public hearing to consider approval of a final plat, being 0.30 acres of land. Lot 9A Block 13 of the George Gregg Addition. Being a re-plat of Lot 9 and 11 Block 13 George Gregg Addition located at 2500 Norwood Street.

Staff presented an overview of the report. Chairman Brady opened the Public hearing. No one came forward to speak for against re-plat. Commissioner Brady closed the public

hearing. Commissioner Lewis made motion to approve Commissioner Keyes seconded, motion passed 6-0-0.

New Business

- A. FP-21-05-**Consider approval of a final plat, being 1.1805 acres of land. Lot 1 Block 1 of the Grandwal Subdivision Unit 2. Located at 221 East End Blvd. North.

Staff presented an overview of the report. Commissioner Lewis made motion to approve. Commissioner Dansby seconded, motion passed 6-0-0.

IV. Staff Reports

Mr. Clark informed commissioners that in person meetings should resume in June.

V. Adjournment

*Commissioner Keyes motioned to adjourn, seconded by Commissioner Dansby
Motion Passed 6-0-0; meeting was adjourned at 6:14 P.M.*

Certified by Chair

Date



Agenda Information Sheet

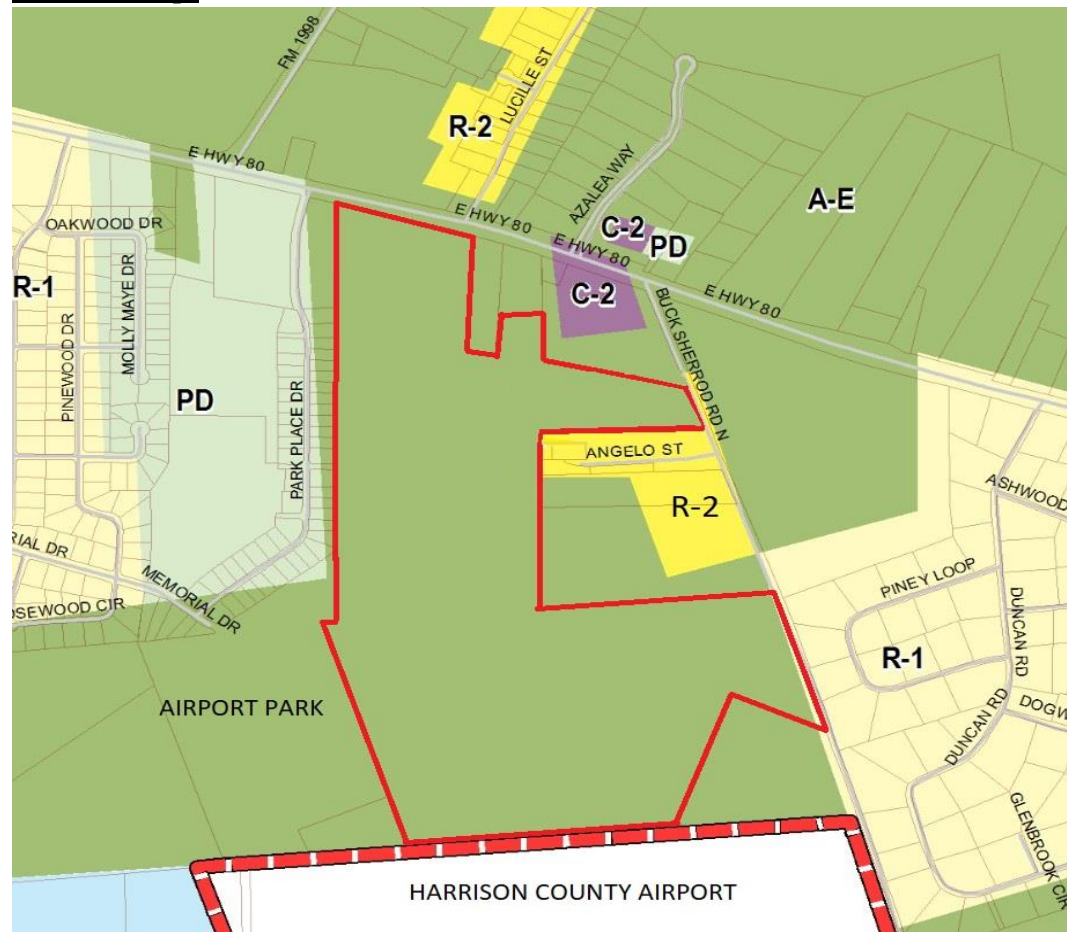
May 10, 2021

Agenda Item Z-21-05:

Conduct a public hearing and make a recommendation to the City Council regarding a rezoning request for a 118.13 acre tract of land in the in the James Harris Survey A-12 and the Bethany Rogers Survey A-20 from A&E (Agriculture and Estate) to PD (Planned Development) located in the 5100 block of Victory Drive (U.S. Highway 80).

Applicant	Thomas Holyfield P.O. Box 5733 Longview Texas 75608
Property Owner	Thomas Holyfield P.O. Box 5733 Longview Texas 75608
Surrounding Property Notices	55 Notices Sent within 200 ft of the Site 5 Responses back
Existing Zoning	A-E (Agriculture and Estate)
Proposed Zoning	PD (Planned Development)

Location Map:



Background & Summary of Request:

The Applicant is requesting a zoning change to construct a single family residences. It is anticipated the site will be developed in phases.

According to the Zoning Ordinance, a Planned Development District is established to provide for a way of developing property which involves activities or a combination of activities. For instance, the proposed lot sizes. Planned Development will allow the developer to be able to have differ multiple lot sizes all with the same residential development.

Picture of the Site:**Existing Conditions:**

The subject property is primarily vacant with some open areas on the north side and wooded on the south side. The table below outlines the surrounding zoning and land uses:

	Zoning Classification	Land Use
North of the Property	A-E (Agricultural-Estate) R-2 (Single Family detached)	Single-family residences
East of the Property	R-2 (Single Family Residential) and vacant property.	Single-family residences and vacant
South of the Property	PS (Public Service)	City Park and Airport
West of the Property	PD (Planned Development)	Single Family Residences

Water service to the site is provided by an existing 16" water line along the south side of Victory Drive, an 8" water main along Buck Sherrod Road, and a 6" inch water main along Park Place Drive. Sewer

service is provided by an existing 10” and 12” sewer outfall lines that cross the southern portion of the property. A 6” sewer main in Park Place Drive, and an 8” sewer main in

Comprehensive Plan and Future Land Use Analysis:

The 2018 Future Land Use Map identifies the property as Moderate Density Residential. The future land use designation is to allow for the types of neighborhood development found in Marshall’s established single-family neighborhoods, compactness areas, and adjacent to mixed-use.

The following questions should be answered when determining if a zoning change is appropriate:

1. Will the proposed change be in compliance with the goals of the Comprehensive Plan? *The proposed change would be in compliance with the Comprehensive Plan.*
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Suggested Motions:

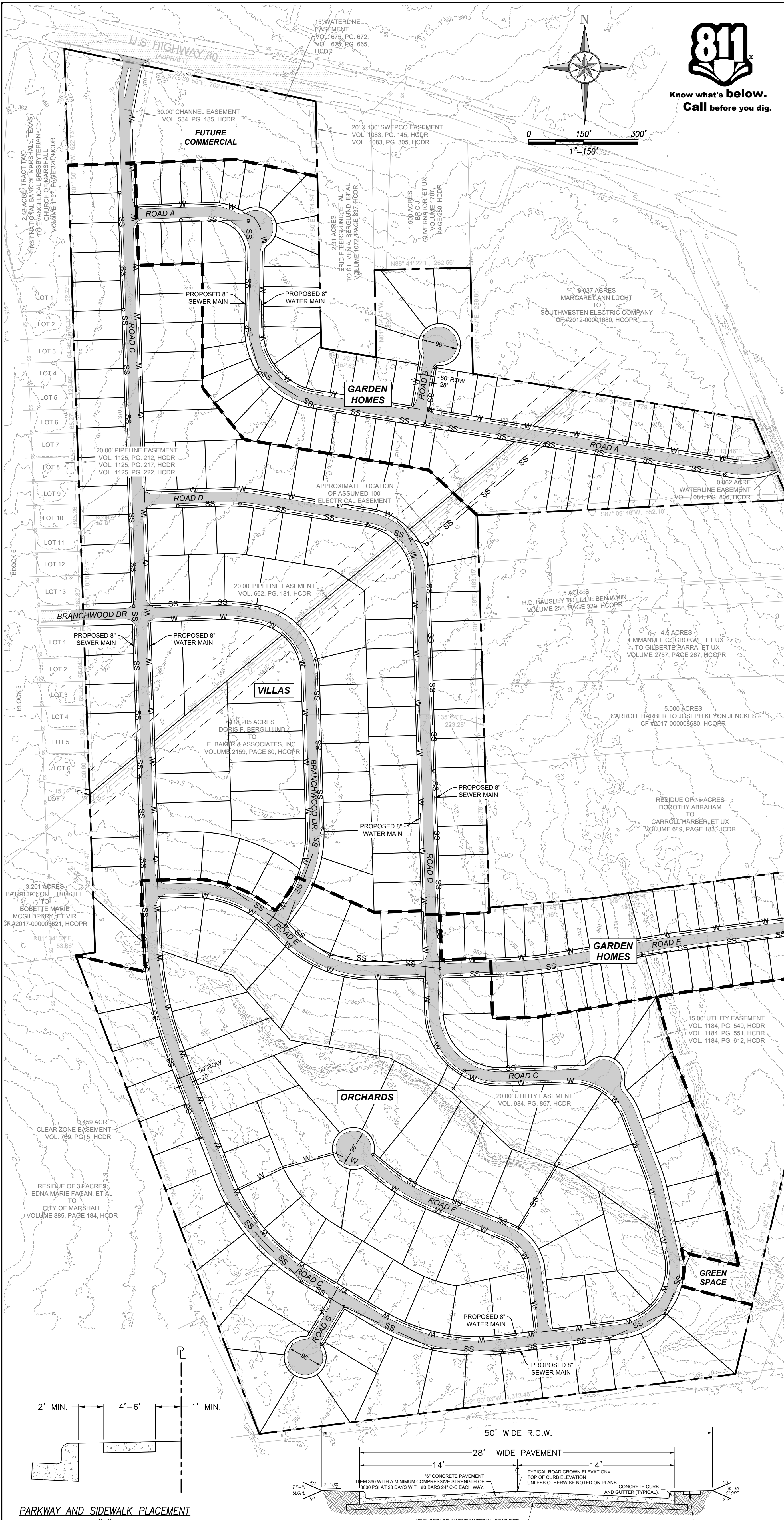
It should be noted that while most zoning changes cannot be approved with conditions, when reviewing planned development districts, conditions may be placed on the approval, so not only do you have the options of the motion before, the Planning & Zoning Commission may also place conditions if concerns arise during the public hearing.

1. Motion to recommend approval of case number Z-21-05 as requested.
2. Motion to recommend approval of case number Z-21-05 with conditions.
3. Motion to recommend denial of case number Z-21-05.

Attachments:

1. Proposed Concept Plans
2. Proposed lot layout

3. Aerial of Site
4. Pictures of the Site
5. 200 Foot Notification Map



GENERAL NOTES:

CURRENT ZONING : XXXXXXX
ZONE CHANGE REQUEST: PD

SETBACKS:

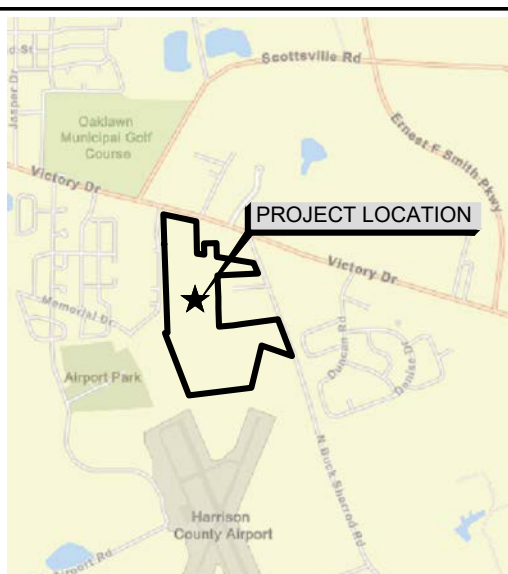
FRONT 30FT
REAR 20% OF LOT DEPTH
SIDE 5FT

MIN. LOT DIMENSION (WxL): 55FTx110FT(MIN)
MIN. LOT AREA: 6,000 SF
MIN. FLOOR AREA: XXXX SF
MAX. HEIGHT: 2.5 STORY

NO DIRECT ACCESS TO US HIGHWAY 80 OR COUNTY ROAD 1009 FROM ANY LOT.

SIDEWALKS WILL BE INSTALLED AT THE TIME OF UTILITY AND STREET INSTALLATION UNLESS THE DEVELOPER POSTS A SECURITY FOR THE SIDEWALKS ADJACENT TO LOTS. SIDEWALKS NOT INSTALLED AT THE TIME OF UTILITY CONSTRUCTION WILL BE INSTALLED AT THE TIME OF DRIVEWAY CONSTRUCTION PER LOT, OR INSTALLED BY THE DEVELOPER AT ½ LOT BUILD OUT.

MINIMUM LOT SPECIFICATIONS:
GARDEN HOMES (99 LOTS) - 55'x110'
VILLAS (96 LOTS) - 80'x125'
ORCHARDS (80 LOTS) - 100'x130'



- SURVEY NOTES**
- BEARINGS ARE BASED UPON THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), NORTH CENTRAL ZONE.
 - DISTANCES SHOWN ARE GRID DISTANCES. TO CONVERT TO SURFACE DISTANCES DIVIDE GRID DISTANCES BY THE SCALE FACTOR: 0.9998992.
 - A CERTIFIED METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED UNDER THE SAME JOB NUMBER AS A PART OF THIS PROFESSIONAL SERVICE.
 - THIS PROFESSIONAL SERVICE WAS PERFORMED WITHOUT BENEFIT OF HAVING BEEN FURNISHED A TITLE COMMITMENT. EASEMENTS AND/OR OTHER MATTERS AND/OR ISSUES RELATING TO TITLE COULD AND MAY EXIST.
 - ACCORDING TO TEXAS LOCAL GOVERNMENT CODE, CHAPTER 212.004 AND 212.005, DIVIDING ANY TRACT OR LOT INTO TWO OR MORE PARTS WITHOUT BENEFIT OF A SUBDIVISION PLAT APPROVED AND RECORDED WITH THE COUNTY CLERK, IS A VIOLATION OF CITY ORDINANCE AND/OR STATE LAW, SUBJECTING THE VIOLATOR TO FINES AND/OR THE WITHHOLDING OF UTILITIES AND BUILDING PERMITS.

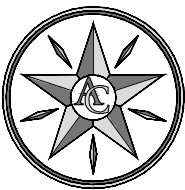
PRE-SUBMISSION PROPOSAL
TRACK 1

5100 VICTORY

118.130AC

JAMES HARRIS SURVEY A-12, HARRISON COUNTY
CF# XXXX XXXOPR

MARSHALL, TEXAS



AKRON CONSULTING, LLC
431 N. CENTER ST.
LONGVIEW, TX 75601
TBBP Firm Reg. # 14014
(O) 903-236-9744
(F) 903-236-9745
www.akron-consulting.com

OWNER'S STATEMENT

I, THOMAS HOLYFIELD, THE UNDERSIGNED, BEING THE LEGAL OWNER OF THE LAND SHOWN ON THIS PRE-SUBMISSION PROPOSAL, HEREBY DESIGNATE ARUN SRINIVASAN AS MY AGENT, DULY AUTHORIZED TO ACT ON MY BEHALF IN MATTERS PERTAINING TO THE PLATTING OF THIS PROPERTY.

THOMAS HOLYFIELD

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, IN

AND FOR THE STATE OF TEXAS, THIS THE ____ DAY OF _____,

ENGINEER'S STATEMENT

I, ARUN SRINIVASAN, LICENSED ENGINEER No. 104804, DO HEREBY CERTIFY THAT THE (PUBLIC/PRIVATE) IMPROVEMENTS AS SHOWN WERE DESIGNED IN ACCORDANCE WITH THE CITY OF MARSHALL STANDARDS IN ENGINEERING DESIGN, AS WELL AS STANDARDS IN ENGINEERING PRACTICES.

GIVEN UNDER MY HAND AND SEAL THIS THE ____ DAY OF _____, 2021.

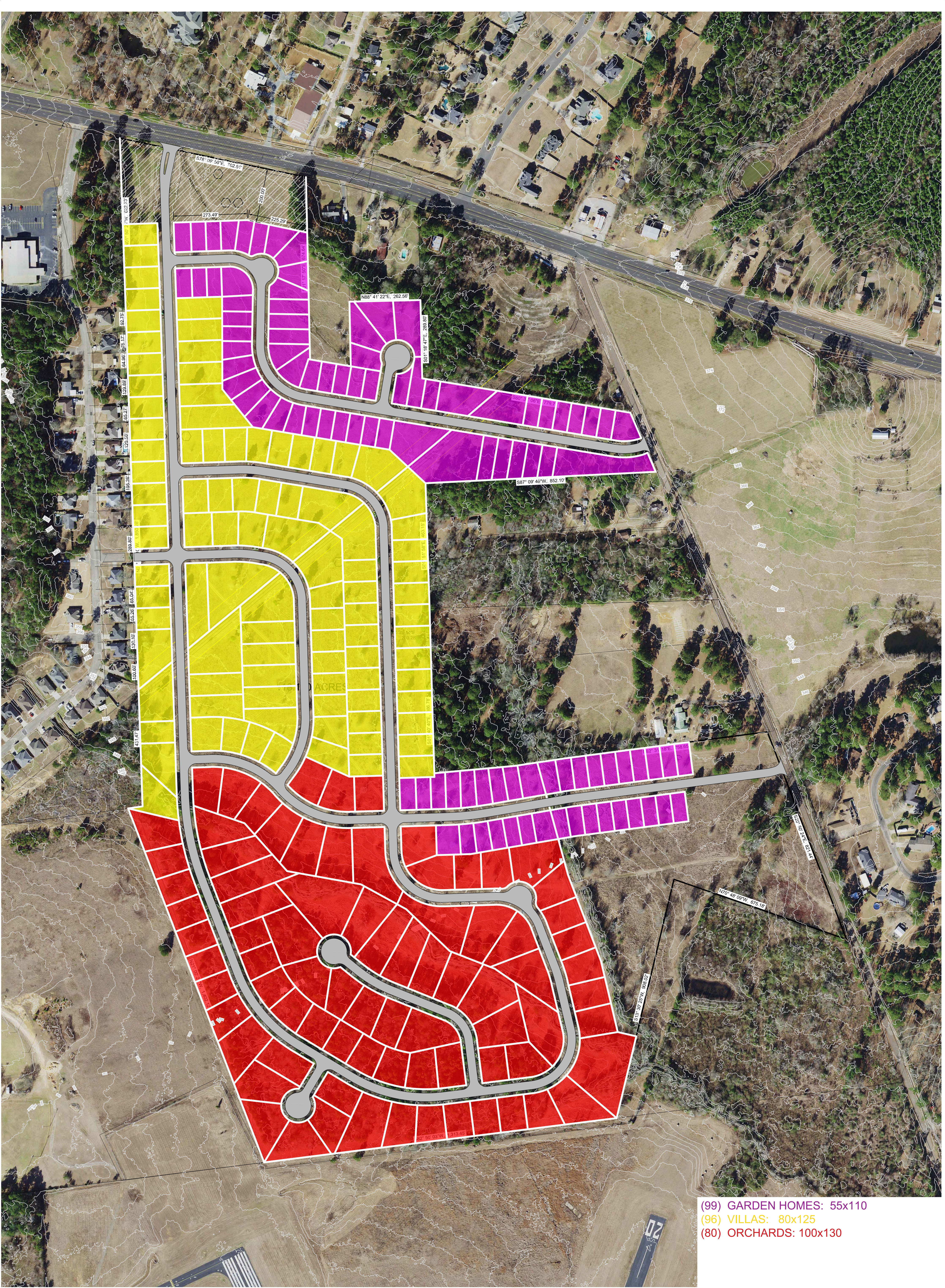
TYPICAL CONCRETE PAVEMENT SECTION
N.T.S.

LAND SURVEYOR'S STATEMENT

I, BRET READ, OF THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PRESUB IS TRUE AND CORRECT AND REPRESENTS THE RESULTS OF A SURVEY MADE ON THE GROUND OF A CERTAIN 118.130 ACRE TRACT CONVEYED BY DEED TO XXXXXX AS RECORDED IN VOLUME XXXX, PAGE XXXX IN HARRISON COUNTY, TEXAS. THIS PRESUB WAS MADE IN ACCORDANCE WITH THE CURRENT PROCEDURES AND PRACTICES ESTABLISHED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING, AS AUTHORIZED BY THE PROFESSIONAL LAND SURVEYING PRACTICES ACT, AS AMENDED; ALL VISIBLE ENCROACHMENTS ARE SHOWN HEREIN. ALL OF SAID SUBDIVISION IS INSIDE OF THE BOUNDARIES OF THE CITY OF MARSHALL, TX.

GIVEN UNDER MY HAND AND SEAL THIS THE ____ DAY OF _____, 2021.

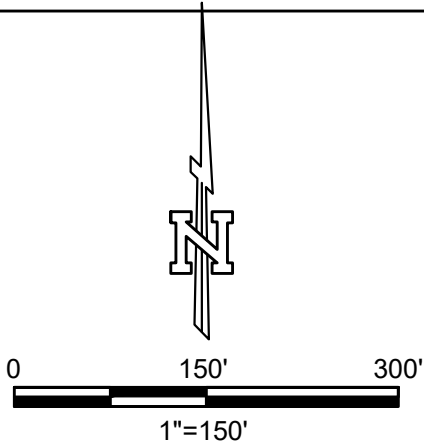
BRET READ
REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF TEXAS NO. 6610



(99) GARDEN HOMES: 55x110
(96) VILLAS: 80x125
(80) ORCHARDS: 100x130

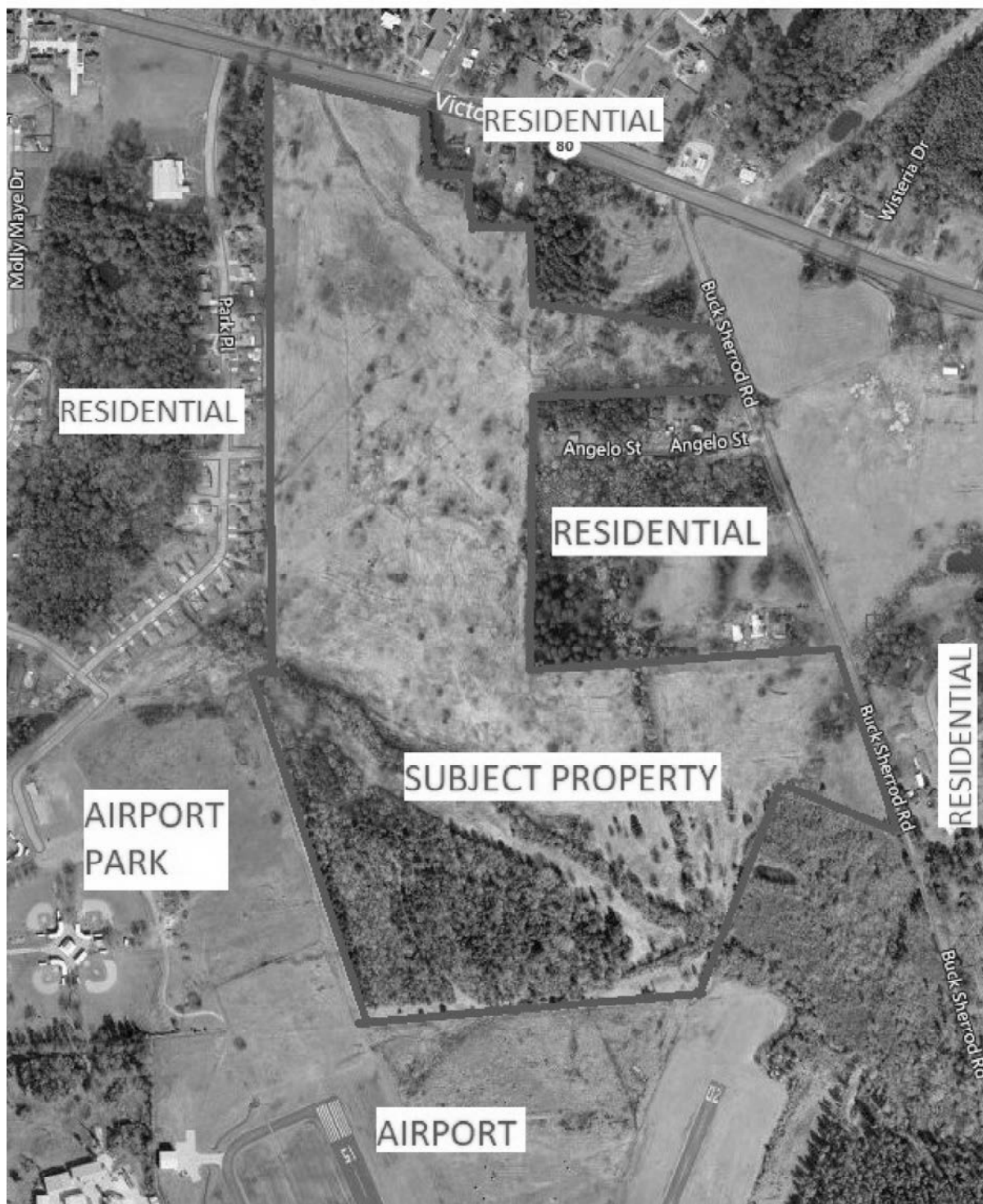
5100 VICTORY
MARSHALL, TX

CONCEPTUAL LAYOUT



FEB 11, 2021

Z-21-05



Z-21-05
Site Pictures



Single Family to the southwest



Single family Residential to the north



Single family residential to the East



Airport Park (City Park) and Airport
to the southwest



Case No. Z-21-05

Scale: 1"=600'

Date: 5-10-2021

PLANNING DEPARTMENT
CITY OF MARSHALL, TEXAS

Remarks:

A request to rezone 118.13 acres of
land in the James Harris Survey
A-12 and the Bethany Rogers Survey
A-20 from A-E Agriculture and
Estate to PD (Panned Development)



Applicant: Thomas Holyfield
Location: 5100 Block Victory Drive

ITEM 8A

RESOLUTION

**CONSIDER APPROVAL OF A
RESOLUTION SETTING A DATE AND
TIME FOR A PUBLIC HEARING ON THE
FISCAL YEAR 2022 BUDGET**

MEMORANDUM

To: Mark Rohr, City Manager

From: Dawn Jones, Finance Director

Date: August 2, 2021

Subject: Resolution Calling a Public Hearing for the 2022 Budget

Section 6.04 of the City Charter and Chapter 102 of the Texas Local Government Code require that the City Council hold a public hearing on the proposed fiscal budget. The Charter also requires the Council to fix the time and place of the public hearing at the meeting at which the budget is submitted. The purpose of the public hearing is to give all interested persons an opportunity to make requests for the budget or make comments about the proposed budget.

Following this memorandum is a Resolution, fixing the time and place for the public hearing. The public hearing will be at 6:00 p.m. August 26, 2021. This is the next regular meeting of the City Council.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY OF MARSHALL, TEXAS, SETTING THE DATE
AND TIME TO CONDUCT A PUBLIC HEARING ON THE FISCAL 2022 CITY
BUDGET**

WHEREAS, Section 6.04 of the City Charter and Chapter 102 of the Texas Local Government Code require that the City Council hold a Public Hearing on its proposed Fiscal Budget; and,

WHEREAS, the City Council will hold a meeting at 6:00 p.m. on August 26, 2021; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS:

That the City Council will meet on Thursday, August 26, 2021, in the City Council Chambers, Marshall City Hall, 401 South Alamo, to conduct a Public Hearing at 6:00 p.m. concerning the City’s 2022 Budget for the fiscal period January 1, 2022 through December 31, 2022.

PASSED, APPROVED AND ADOPTED this 12th day of August, 2021.

Mayor of the City Council
of the City of Marshall, Texas

ATTEST:

Nikki Smith, City Secretary

ITEM 8B

RESOLUTION

**CONSIDER APPROVAL OF A
RESOLUTION AUTHORIZING THE CITY
OF MARSHALL TO REQUEST
APPROVAL TO PARTICIPATE IN THE
TEXAS COMPTROLLER OF PUBLIC
ACCOUNTS COOPERATIVE
PURCHASING PROGRAM**



RESOLUTION

State of Texas

County of Harrison

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the City Council

(e.g., Commissioner's Court, City Council, School Board, Board of Directors)

of City of Marshall

(Name of Qualified Entity)

, is a: (Check one of the following.)

- | | |
|--|--|
| ☐ County | ☐ Independent School District |
| ☒ Municipality | ☐ Junior College District |
| ☐ Political Subdivision (Utility, Appraisal Districts) | ☐ Mental Health and Mental Disability Community Center |
| ☐ State-funded Assistance Organization | ☐ Housing and Transportation Authority |

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,

Dawn Jones

Finance Director

(Name of Person, primary contact)

(Title)

(and Kimberly Smith

Sr. Accountant

(Name of Person, secondary contact)

(Title)

) is/are authorized to execute

any and all documentation for City of Marshall

(Entity Name)

pertaining to its participation in the Texas

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, City of Marshall

(Entity Name)

acknowledges its obligation to pay annual participation fees

established by the Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve

City of Marshall

(Entity Name)

for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

Adopted this _____ day of _____, 2021 by City of Marshall

(Entity Name)

By:

(Signature of Chair)

(Printed Name)

(Title of Chair)

(Signature of primary Agent of Record)

Dawn Jones, Finance Director

(Name/Title of primary Agent of Record)

(Signature of secondary Agent of Record)

Kimberly Smith, Sr. Accountant

(Name/Title of secondary Agent of Record)

ITEM 9A

**CONSIDER APPROVAL OF THE 2021-2025
STRATEGIC PLAN FOR THE MARSHALL
PUBLIC LIBRARY**

Memo

To: Mark Rohr, City Manager
From: Anna Lane, Library Director 
Date: August 3, 2021
Subject: Approval of 2021-2025 Strategic Plan

Attached is the library's 2021-2025 Strategic Plan submitted for approval to meet an accreditation requirement established in the Texas Administrative Code 13, Rule §1.83 which states that a library "must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element and a technology element".

The 2021-2025 Strategic Plan has been reviewed and approved by the Board of Trustees in accordance with their by-laws as an advisory board. The plan focuses on five areas: Collection, Facility, Marketing/Public Relations/Advocacy, Service, and Technology. These areas mirror the Texas Library Association's *Texas Public Library Standards* which provide libraries qualitative and quantitative benchmarks to measure and grow library services.

Annually, the Board and library staff establish priorities for the coming year after considering community needs, reviewing objectives from the previous year, and evaluating trending library programs, resources, and services. Progress on strategic plan objectives as well as recent library programs and activities is shared via quarterly reports.

With approval of the 2021-2025 Strategic Plan, the library can continue its tradition of providing exemplary programs, resources, and services to help our community towards greater achievement.

Thank you for your consideration.

MARSHALL PUBLIC LIBRARY

2021-2025 STRATEGIC PLAN



INTRODUCTION

According to the By-laws of the Marshall Public Library Board of Trustees, the Board “shall develop with the Library Director a written Long Term Plan for services by the Marshall Public Library with specific goals and objectives for the staff, library facilities, and library services, and will review and revise the plan annually.” The 2021-2025 Strategic Plan also fulfills an accreditation requirement set forth in the Texas Administrative Code 13, Rule §1.83 which states, in part, that a library “must have a long-range plan...that must be reviewed and updated at least every five years”.

The 2021-2025 Strategic Plan serves as a blueprint for Marshall Public Library in its efforts to continually provide meaningful, quality library services to the citizens of Marshall and Harrison County. The plan clarifies the library’s purpose, promotes accountability, establishes priorities, increases efficiency and responsiveness, provides a basis for measurement and expectations, and identifies opportunities.

The 2021-2025 Strategic Plan updates the 2014-2019 plan developed by the Strategic Planning Committee who applied *Strategic Planning for Results* by Sandra Nelson and applicable portions of *The Successful Library Trustee Handbook* (2nd ed.) by Mary Y. Moore as guides to the planning process. The plan maintains the framework of the prior strategic plan and focuses on Collection, Facility, Marketing/Public Relations/Advocacy, Service, and Technology. These areas mirror those outlined in the Texas Library Association’s *Texas Public Library Standards* which provide libraries a qualitative and quantitative means to measure growth.

In early spring 2020, input via online and in-house surveys was encouraged to determine how the library is and could be of benefit in the next five years through its programs, resources, and services. Respondents were asked how frequently they visit the library and access the programs, resources, and services. Additionally, questions about the value of existing programs, resources, services along with any suggestions for new programs, resources, and services, and input on improvements and/or changes were included. Approximately 100 surveys were received prior to the library being closed due to the pandemic.

Because library services are dynamic, particularly in the technology field, an annual review of the strategic plan offers the opportunity to evaluate the implementation of the objectives established for the previous year, identify objectives to be met in the coming year, and consider any needed updates in order to effectively meet the needs of the community in a timely manner.

A vibrant and modern library is an essential element of any progressive community. With meaningful support, the 2021-2025 Strategic Plan will further accomplish the library’s mission and vision for the citizens of Marshall and Harrison County.

MISSION

The Marshall Public Library educates, empowers, and enriches our community through exemplary programs, resources, and services.

VISION

The Marshall Public Library aspires to be a vibrant destination that ignites imagination, fosters lifelong learning, and inspires the community to greater achievement.



Marshall Public Library

300 S. Alamo Blvd.

Marshall, TX 75670

(903) 935-4465

www.marshallpubliclibrary.org

COLLECTION _____

The Marshall Public Library provides a large, balanced, and stimulating collection of materials in a variety of formats to meet the needs of the community served, without exclusion. The Collection Development Policy guides the selection of materials, acceptance of donations, and de-selection of items.

GOAL: Deliver current, high-demand materials in both physical and digital format to meet patrons' informational, educational, and recreational needs.

OBJECTIVES:

- Expand number of ebook fiction and non-fiction items in adult, youth, and children's collections to meet demand.
- Increase amount of audio-visual materials in a variety of formats.
- Build and maintain Spanish-language resources for all ages according to demand and demographics.
- Develop resources through collaboration with educators that support and enhance school curriculum.
- Conduct an annual analysis to determine strengths, weaknesses, and turnover rates of the collection.
- Perform on-going, system-wide weeding and inventory of the collection.
- Ensure maximum accessibility to library resources.
- Increase collection size to the *Texas Public Library Standards'* Enhanced Level of 3.0 items per capita.

FACILITY

Following groundbreaking in December 1972, the Marshall Public Library building was completed in October 1973 concluding a community effort among citizens, businesses, and civic organizations to build a municipally-operated library open to all. The building was donated debt-free by the Friends of a Public Library to the City of Marshall. Besides the public spaces, the 14,700 square foot library has a meeting room that accommodates up to 49 individuals, a board room, and a staff workroom. The library underwent renovation from October 2016-May 2017 to modernize the space.

GOAL: Provide a safe, welcoming, and secure environment for patrons and staff that is accessible, comfortable, well-maintained and which meets service needs.

OBJECTIVES:

- Provide space and opportunities for area agencies to meet and offer services and information to the community.
- Create a plan for physical expansion and/or construction of library building.
- Develop and maintain emergency operations manual and disaster plan.
- Display and showcase local citizens' educational, artistic, and cultural personal collections that promote literacy or share information.

MARKETING/PUBLIC RELATIONS/ADVOCACY_____

The Marshall Public Library aims to inform the community and other stakeholders of library news as well as community and regional events.

GOAL: Utilize appropriate forms of public communications to promote the library's availability of programs, resources, and services; to communicate a positive image of the library; to relay legislative action affecting the library; and to disseminate city, community and regional information.

OBJECTIVES:

- Use public relations and marketing tools to communicate and raise awareness of the library's programs, resources, and services.
- Develop and nurture community stakeholders and educate with the goal of being advocates.
- Inform community members and library supporters about legislation affecting libraries.
- Publish the library's Annual Report submitted to Texas State Library and Archives Commission.
- Make available and/or publish annual updates to progress on Marshall Public Library's Strategic Plan 2021-2025.
- Provide a resource for city, community, and regional agencies to publicize information.

SERVICE _____

The Marshall Public Library seeks to initiate and provide services and programming which supports the library's mission and meets community needs. Programs reflecting the community's interests as well as providing adequate access for public and staff to the library holdings, internet, and other digital resources are guidelines stipulated by the Texas Library Association's *Texas Public Library Standards*.

GOAL: Initiate and maintain services and programming that supports the library's mission and meets community needs.

OBJECTIVES:

- Provide service hours to meet the needs of the public.
- Notify patrons of library events, information about checked-out materials, and other news via the most appropriate form of notification.
- Partner with area agencies and schools to promote reading for pleasure and provide information to school-age children about available library resources.
- Present educational, cultural, and recreational programs that reflect diverse community needs and interests.
- Collaborate with other community organizations and educational institutions to promote library services and resources.
- Seek opportunities to provide library outreach services to the under-served and un-served.

TECHNOLOGY_____

The Marshall Public Library aims to provide easy accessibility to both in-house and remote users of the library's computer and other electronic resources.

GOAL: Provide the community with reliable, convenient access to information and services at any time from any locale.

OBJECTIVES:

- Offer classes on new technologies and trends as they happen.
- Expand technology access (hotspots/online payment/self check-out).
- Create and institute hardware and software replacement schedule for computers.
- Increase number of computers to *Texas Public Library Standards'* Enhanced Level of 1 computer for 2,000 service population.
- Install in-house presentation console/services for meeting spaces.
- Conduct an annual audit of available technology services and resources.

2021-2025 STRATEGIC PLAN

ADDENDUM



- **History of the Marshall Public Library** (pg. 9)
- **Accreditation Requirements** (pg. 10)
- **Community Demographics** (pg. 11)
- **Community Survey of Library Service** (pg. 11)
- **Survey Summary of Community Needs** (pg. 12)

HISTORY OF THE MARSHALL PUBLIC LIBRARY

Marshall Public Library has its roots in a private lending library serving members of five women's clubs dating back to the end of the 19th century. The lending library serving these women's groups was organized into the "Marshall Library" in 1902. In 1904, as the Marshall Library Association, it obtained a 50-year state charter governing its operation. That private library served the white community for 69 years. During this period, the African American community was served by the Carnegie Library at Wiley College.

Marshall, in 1969, was the largest city in Texas without a public library. Recognizing the need for modern facilities, a group of concerned citizens through the Culture and Education Committee of the Marshall Chamber of Commerce initiated efforts to provide them. By August, the Friends of a Public Library was formed as the first step toward that goal.

The next step was taken by the City of Marshall. Encouraged by the Friends, the City Commission in December 1969 created, by ordinance, the Marshall Public Library as the newest department of city government. Ten thousand dollars was budgeted for operational expenses and a library Board of Trustees was appointed to aid in establishing and administering a public library.

On September 1, 1970, office space at 112 E. Austin became the library's first temporary accommodation, with Mrs. Frank Morrison, Jr., its appointed director. As more people sought out the services offered there, the Harrison County Commissioner's Court felt a responsibility to help support the library and budgeted funds toward its expenses. Donations of books, equipment and volunteered service came from citizens and businesses.

In the spring of 1971, directors of the Andrew Norman Foundation heard of the efforts being made to offer the area complete library service. After careful investigation, they offered to help the Friends secure a new home on a matching funds basis. The first advance of \$40,000 went to purchase the lot at 300 S. Alamo as part of the total \$150,000 to be matched within two years by local monies and pledges.

The challenge was met under the leadership of the Friends and the Board of Trustees, and on February 1, 1972, the Library Fund Drive began. Citizens, businesses and civic organizations responded enthusiastically with contributions and three-year pledges of donations. Additional grants came from the Hoblitzelle, Moody and Alcoa Foundations, as well as a bequest from the estate of Mrs. Emma Louise Walker. The Marshall Library Association donated its Women's Building, books, and property on W. Austin to the City of Marshall to be merged with the Marshall Public Library. The library moved into its second home there with increased patronage, resources, and staff.

As the drive progressed, the Building Committee conducted an investigation of libraries in other cities. After careful planning and designing, a \$500,000 facility was proposed. It qualified under the Library Services and Construction Act to receive a grant of \$75,000 toward construction costs. Later it was named as "Library Project of the Year" by the Texas State Library Association.

Within a year, the two-year challenge had been met and surpassed. On December 6, 1972, groundbreaking ceremonies were held and construction began. In less than five years from its inception, the Marshall Public Library opened its doors to the citizens of Marshall and Harrison County.

ACCREDITATION REQUIREMENTS FOR THE MARSHALL PUBLIC LIBRARY

The Marshall Public Library has successfully maintained its accreditation since 1971. Membership is applied for from the Texas State Library and Archives Commission (TSLAC) at the time the library sends its Annual Report to TSLAC in April. Membership is granted on the basis of criteria met in the Annual Report and becomes effective in the next state fiscal year beginning on September 1. TSLAC sends official notification letters in October of each year which remain on file at the library.

To be an accredited library, Marshall Public Library must:

- Provide services on a free and equitable basis to the public in its tax-supported area.
- Be legally established as a department of the city or county government by charter, resolution, or ordinance; chartered as a non-profit organization; or, a contract may be drawn up under the intergovernmental cooperation act.
- Maintain local effort annually by maintaining or increasing local operating expenditures or per capita local operating expenditures.
- Have a non-discrimination statement on file with TSLAC.
- File an Annual Report with TSLAC.
- Have at least half of the annual local operating expenditures required to meet the minimum level of per capita support for accreditation from local tax sources.
- Have a telephone with a listed number.
- Have available a photocopier and computer with Internet access for use by the library staff and the general public.
- Offer to borrow and lend materials via the interlibrary loan resource sharing service.
- Have a library director who obtains a minimum of ten hours of continuing education credits annually.
- Have a catalog of its holdings available to the public that is searchable, either manually or electronically, at a minimum by author, title, and subject.
- Have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and include a collection development element.

Based on Marshall Public Library's service population as established by TSLAC, the library must also meet all of the following minimum standards for accreditation requirements:

- Have local expenditures amounting to at least \$8.48 per capita (FY2022-2024)
- Have at least 1 item per capita or expend 15% of local expenditures on library materials
- Be open for service not less than 48 hours per week
- Employ a library director for at least 40 hours per week
- Employ at least 2 full-time professional librarians who have master's degrees in library or information science from a program accredited by the American Library Association

COMMUNITY DEMOGRAPHICS

The City of Marshall was founded in 1841 as the county seat of Harrison County in the northeastern corner of Texas. Marshall has a rich cultural and historic heritage tracing back to the Civil War. According to 2019 data, Harrison County's population is 66,553 while Marshall's is 22,831. Harrison County's population is composed of 75% white, 21.1% African American, and 13.6% Hispanic citizens. The City of Marshall contains 57.8% white, 36.9% African American, and 18.2% Hispanic citizens.

In Harrison County, 85.3% of individuals have graduated high school and 19.1% have earned a bachelor's degree. 8.2% speak a language other than English at home, and there are 17.8% of people living in poverty. In Marshall, 84% of individuals have graduated high school and 16.7% have earned a bachelor's degree. 13.5% speak a language other than English at home, and there are 25.2% of people living in poverty. There are 57% of individuals 16 years and older who are in the labor force in Harrison County. In Marshall, there are 55.9%.

Source: www.census.gov/quickfacts

COMMUNITY SURVEY OF LIBRARY SERVICE

In early spring 2020, input via online and in-house surveys was encouraged in order to determine how the library is and could be of benefit through its programs, resources, and services. Survey respondents identified how often they visited the library and why; library programs and services that were valuable; and library programs and services they would like to see implemented in the upcoming years. Approximately 100 surveys were received prior to the library being closed due to the pandemic.

Aggregation of survey participants' feedback from the 2020 Program, Resources, and Services survey follows on the next page. Ongoing community needs and service opportunities on the 2014-2019 plan survey which carried over to the 2021-2025 strategic plan are shown as well.

Survey needs are organized into the following categories: Collection, Facility, Marketing/Public Relations/Advocacy, Service, and Technology. These mirror the Texas Library Association's *Texas Public Library Standards* which provide libraries a qualitative and quantitative means to measure growth.

SURVEY SUMMARY OF COMMUNITY NEEDS

KEY:

- 2014-2019 survey need
- ⌘ 2021-2025 survey need
- Bold:** 2014-2019 & 2021-2025 survey need

COLLECTION

- more ebooks
- **new movies**
- **more audio**
- music downloads
- update math, science, sci-fi areas
- add Spanish language materials
- ⌘ more Christian, African-American, manga, and local history books

FACILITY

- coffee/snack bar
- enclose porch
- display of archival things
- showcase local art
- emergency manual & disaster plan
- ⌘ keep up with renovations
- ⌘ add study room(s)
- ⌘ expand physical space

MARKETING/PR/ADVOCACY

- welcome packets for distribution
- spotlight current services
- **increased social media presence**
- marketing of services
- outreach to schools (PTA meetings, Open Houses, Teacher In-Services)

SERVICE

- **extended hours/more days**
- book club discussion groups
- coordinate with teachers re: homework assignments
- co-op with other entities
- storytime @ Head Start and Boys & Girls Club
- Red Cross courses
- early literacy education—communal effort
- family literacy nights
- **book signings**
- virtual reference services
- Wii/PlayStation
- ⌘ writing workshops
- ⌘ evening programs
- ⌘ older kids' programs during school year

TECHNOLOGY

- **more computers**
- self-check-out
- loan book readers (Kindles, etc.)
- cashless printing/online payment
- group computers by usage
- laptops for in-house and check-out
- debit/credit card machine
- copy card

ITEM 9B

**CONSIDER AUTHORIZATION TO
PURCHASE NEW CARDIAC
MONITOR/DEFIBRILLATORS TO
REPLACE THE OLD EQUIPMENT IN THE
CITY'S AMBULANCES**



City of Marshall

Fire Department

P.O. Box 698

Marshall, Texas 75671

903-935-4580 / FAX 903-935-3568

REGINALD K. COOPER, EFO FIRE CHIEF

July 22, 2021

Marshall City Manager
Marshall City Council
City of Marshall
401 S. Alamo St.
Marshall, Texas 75670

Dear City Manager and Council Members:

The Marshall Fire Department respectfully requests the authorization to purchase three (3) cardiac monitors/defibrillators with associated service contracts. The total price for the equipment will be \$117,577.44. In 2020 the City Commission approved the 2021 budget which allowed \$120,000 of Emergency Service District (ESD) funds to be used for the purchase of this equipment.

The expenditure covers the costs of three (3) new monitors for each of our front-line ambulances, as well as a total of six (6) years of extended warranty service. These new monitors provide life-saving functions and advanced diagnostic and monitoring capabilities. The monitors were selected after an extensive field trial period involving devices from two other companies.

Through our process we were able to save \$2,422.56 from the original budgeted costs.

We are considering any potential cost saving measures pertaining to needed and related equipment as well as continued service considerations. The total package of bids for the new three (3) new defibrillators is \$117,577.44.

Chief Cooper, EFO

A handwritten signature in blue ink, appearing to read "R. Cooper", enclosed within a blue oval.

Marshall Fire Department

ITEM 9C

**CONSIDER APPROVAL OF CHANGE
ORDER #3 TO THE 200 BLOCK OF N.
WASHINGTON REDEVELOPMENT
PROJECT**



TO: Members of the City Council

FROM: Eric Powell, PE *ELP*
Director of Public Works/City Engineer

DATE: August 2, 2021

SUBJECT: Consider approval of Change Order #3 to the 200 Block N. Washington
Redevelopment Project

Attached is a copy of Change Order (No. 3) for the 200 Block N. Washington Redevelopment Project. This change order, which is a net decrease of \$39,589.78, is required to finalize all quantities and additional charges due to issues with unknown old drainage piping that was discovered within the work area, as well as the elimination of new antique light poles from the contract.

HAYES ENGINEERING, INC.
Texas Registered Engineering Firm F-1465
2126 Alpine Road
Longview, TX 75601
(903) 758-2010

TO: Casey Stone Construction, LLC
P.O. Box 1614
Marshall, TX 75671

CHANGE ORDER NO.: 3
DATE: 7/14/21
PROJECT NO.: MA-20-03
LOCATION: City of Marshall
JOB DESCRIPTION: 200 blk N. Washington Ave.
Redevelopment

TOTAL CONTRACT PRICE: \$375,800.00
Change Order #1 \$19,525.72
Change Order #2 \$9,357.41
Current Contract Price: \$404,683.13

You are hereby requested to comply with the following changes from the contract plans and specifications:

ITEM	DESCRIPTION OF REVISION	QTY	U/M	UNIT COST	DECREASE IN COST	INCREASE IN COST
9	Furnish & install ornamental street light w/ foundation	-7.73	EA	\$4,855.42	(\$37,544.04)	
9.a.	a) Increase in cost to change fixture from L201 to L200 on twelve (12) lights	-1	LS	\$651.00	(\$651.00)	
9.b.	b) Increase in cost to change poles from 9'6" to 11'6" on twelve (12) lights	-1	LS	\$1,540.00	(\$1,540.00)	
12	Furnish and install ornamental planters (22-00SH Dumor)	-6	EA	\$2,071.85	(\$12,429.90)	
28	Compensation for delays & unforeseen storm drains / resequencing of work	1	LS	\$12,575.16		\$12,575.16

Change in price due to this Change Order:

Total (Decreases) Increases:

(\$52,164.94)

\$12,575.16

Net ____ Increase __X__ (Decrease):

(\$39,589.78)

The sum of \$39,589.78 is hereby deducted from the Total Contract Price, making the new Contract Price:

\$365,093.35

The time provided for construction completion in the contract is unchanged.

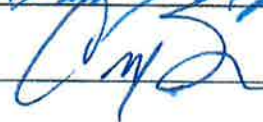
This document shall become an amendment to the contract and all provisions of the contract documents will apply hereto.

RECOMMENDED BY (Engineer):



7-14-21
Date

ACCEPTED BY (Contractor):



7-14-21
Date

APPROVED BY (Owner):

Date

ITEM 9D

**CONSIDER APPROVAL FOR FORMAL
ACCEPTANCE OF THE COMPLETED 200
BLOCK N. WASHINGTON
REDEVELOPMENT PROJECT,
INCLUDING RELEASE OF FINAL
PAYMENT AND RETAINAGE TO THE
CONTRACTOR**



TO: Members of the City Council

FROM: Eric Powell, PE 
Director of Public Works/City Engineer

DATE: August 2, 2021

SUBJECT: Consider approval for formal acceptance of the completed 200 block
N. Washington Redevelopment Project, including release of final payment
and retainage to the Contractor

The 200 block N. Washington Redevelopment Project is now complete and ready for formal acceptance by the City Council. All work was completed to the satisfaction of myself and the design engineer, Mr. Stan Hayes, PE. The final payment request and release of retainage to the Contractor has also been reviewed and verified by myself and Mr. Hayes.

ITEM 9E

DISCUSSION OF A REGISTRATION AND REGULATION ORDINANCE TO ADDRESS VACANT PROPERTIES, OVERGROWN LOTS AND BUILDING REGULATIONS

ITEM 9F

DISCUSSION OF AND CONSIDERATION OF A PROPOSAL FOR A VETERAN'S DAY PARADE

ITEM 9G

CONSIDER APPROVAL OF SMALL BUSINESS GRANT FUND APPLICATIONS

Memorandum

Date: July 30, 2021

To: Mark Rohr, City Manager

From: Shameia Ruffins, Community Development Coordinator

Subject: Approval of Small Business Grant Fund Recommendations

The following recommendations have been made by staff in relation to the Small Business Grant Fund. This fund was approved on September 24, 2020 by the City Commission with a 6:0 vote.

The purpose of the SBGF is to help Marshall small businesses adapt their business model to changing business conditions because of the COVID-19 pandemic. This is a reimbursement grant for up to \$2,500 of eligible costs including equipment, software, supplies, safety equipment, and financial support. Eligible businesses include, but are not limited to, retail (storefront), food and beverage, personal care (barbershop, nail salons, spas, etc.), automobile, mobile (food) vendors, maintenance, education/training, health/wellness, art galleries, gyms, and small manufacturing businesses. Businesses must have 25 or fewer employees and have been open and operating as of January 1, 2020.

Funding for the program is provided to the City of Marshall through the U.S. Department of Housing and Urban Development's Community Block Development Grant. Currently, the City has delegated \$138,536.000 of our received COVID money to the Small Business Grant Fund. The approved application process says that upon receipt, staff will review the application for completion. Based on the review, City staff will make recommendations for approval by City Commission.

Thus far, we have approved 45 applications of which 1 were approved during the previous commission meeting held on July 28, 2021. A total of 2 pending applications today would bring us to a total of 47 applications. Staff has assisted several business owners in getting their application started, and will continue to spread the word on this local opportunity. We anticipate this to be an ongoing agenda item over the next few months as we continue to receive applications.

Staff is looking for the City Commission's approval for the two (2) Small Business Grant Fund applications that was received in completion between June 25, 2021 and August 5, 2021.

See Attached Documents

Staff Recommendations

Dickson Insurance Agency- \$2,500.00

Staff is recommending the max reimbursement of \$2,500 to Dickson Insurance Agency under the eligibility category of financial support.

Dickson Insurance Agency adapted to the recent pandemic such as many other businesses in ways that would allow their business to remain open and serve the community. Dickson Insurance Agency adapted to online work as well as inner office visits by increasing the number of computers so that staff could work remotely if in person visits were required. As a result receipts totaling \$5,900.00 for monthly rent were submitted.

Bull of The Woods-\$2,500.00

Staff is recommending the max reimbursement of \$2,500 to Bull of The Woods under the eligibility category of financial support.

Bull of The Woods like many other small businesses in the City of Marshall took a great loss within their business sales. This business however remained open to the public, but there were days that they had to close the doors fairly early, also days that distributors were not able to deliver products due to the covid-19 virus spreading. This was a huge factor in reducing the amount of sale transactions. Insurance for the establishment was maintained regardless. Receipts totaling \$6,681.00 were submitted for reimbursement.

ITEM 9H

DISCUSSION OF WONDERLAND OF LIGHTS FESTIVAL

ITEM 10

CONSIDERATION OF ITEMS WITHDRAWN FROM THE CONSENT AGENDA

ITEM 11

ADJOURNMENT